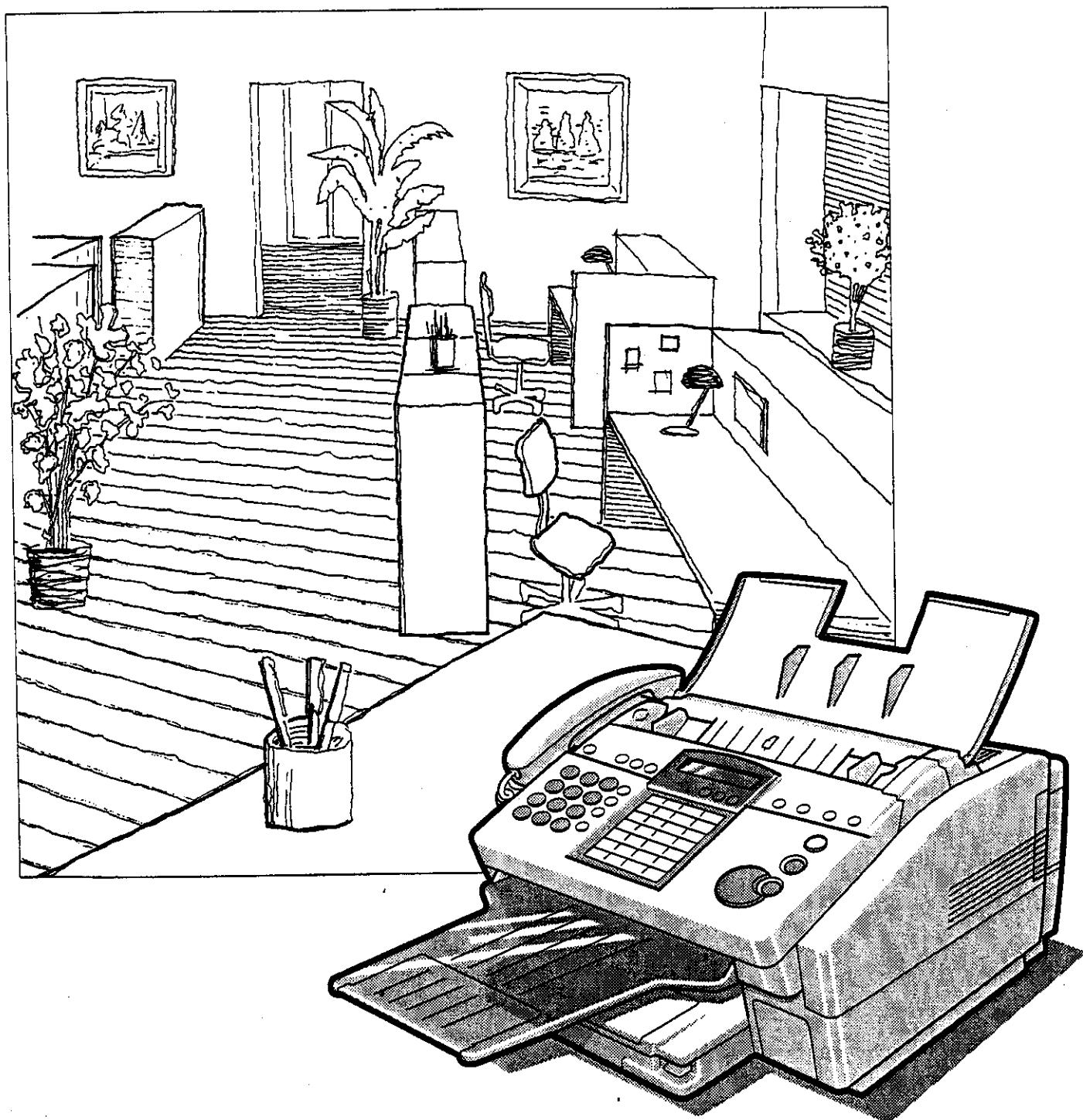


Panasonic®

Facsimile

# Panafax® UF-342

## *User's Guide*





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## QUICK GUIDE

# Safety Information

1

This product complies with the requirements of EC Council Directives 73/23/EEC amended by 93/68/EEC, and 89/336/EEC amended by 92/31/EEC and 93/68/EEC.

**⚠ WARNING** denotes a potential hazard that could result in serious injury or death.

- TO PREVENT FIRE OR SHOCK, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.
- TO MINIMIZE THE POSSIBILITY OF SHOCK OR DAMAGE TO THE MACHINE, IT MUST BE PROPERLY GROUNDED.
- WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHOULD BE NEAR THE EQUIPMENT AND BE EASILY ACCESSIBLE.
- PLUG POWER SUPPLY CORD INTO ORDINARY AC OUTLET BEFORE CONNECTING TELEPHONE LINE CORD. DISCONNECT TELEPHONE LINE CORD BEFORE UNPLUGGING POWER SUPPLY CORD FROM AC OUTLET.
- DISCONNECT THE EQUIPMENT IMMEDIATELY SHOULD IT EVER SUFFER PHYSICAL DAMAGE WHICH RESULTS IN THE INTERNAL PARTS BECOMING ACCESSIBLE IN NORMAL USE. IN THIS INSTANCE USERS SHOULD HAVE THE EQUIPMENT REPAIRED OR DISPOSE OF.
- IF THE POWER SUPPLY CORD AND/OR TELEPHONE LINE CORD OF THIS EQUIPMENT ARE DAMAGED, THEY MUST BE REPLACED BY THE SPECIAL CORDS SUPPLIED BY AN AUTHORIZED PANASONIC SERVICE CENTRE.

**⚠ CAUTION** denotes hazards that could result in minor injury or damage to the machine.

1 When you know that a thunderstorm is coming, we recommend that you:

- (1) Unplug the telephone line cord from the phone jack.
- (2) Turn off the power and unplug the power supply cord from AC outlet.

2 This equipment may not necessarily provide for the effective hand-over of a call to or from a telephone connected to the same line.

3 The operation of this equipment on the same line as telephones or other equipment with audible warning devices or automatic ring detectors will give rise to bell tinkle or noise and may cause false tripping of the ring detector. Should such problem occur, the user is not to contact telecom (telephone company) faults service.

**⚠ CAUTION** denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.  
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

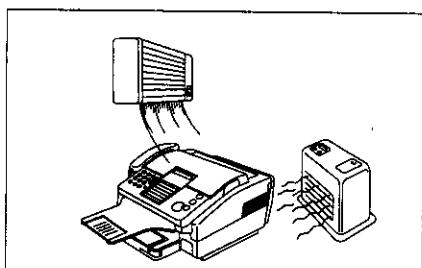
**WARNING NOTICE:** No emergency call such as "111" or other call can be made from this device during a mains power failure.

This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

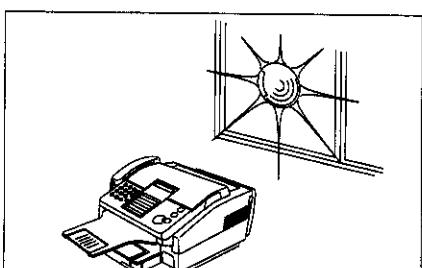
# ► Safety Information

## ⚠ CAUTION

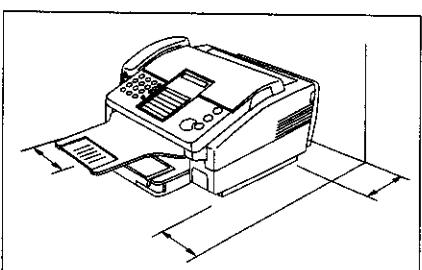
denotes hazards that could result in minor injury or damage to the machine.



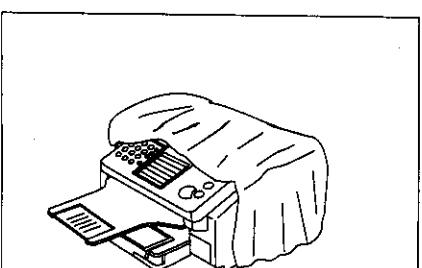
Do not install the machine near heating or air conditioning unit.



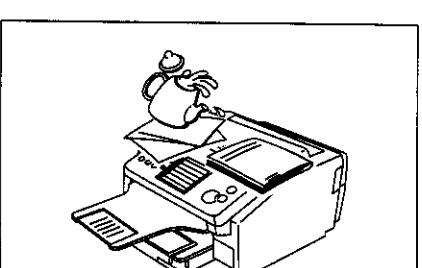
Avoid exposure to direct sunlight.



Install the machine on a flat surface, leave at least 10 cm of space between the machine and other objects.



Do not block the ventilation openings.



Do not place heavy objects, or spill liquids on the machine.

# Introduction

1

Thank you very much for purchasing the Panafax **UF-342**.

The **UF-342** is one of the most advanced models in the Panafax family of G3 compatible, desktop facsimile machines.

Some of its many features are

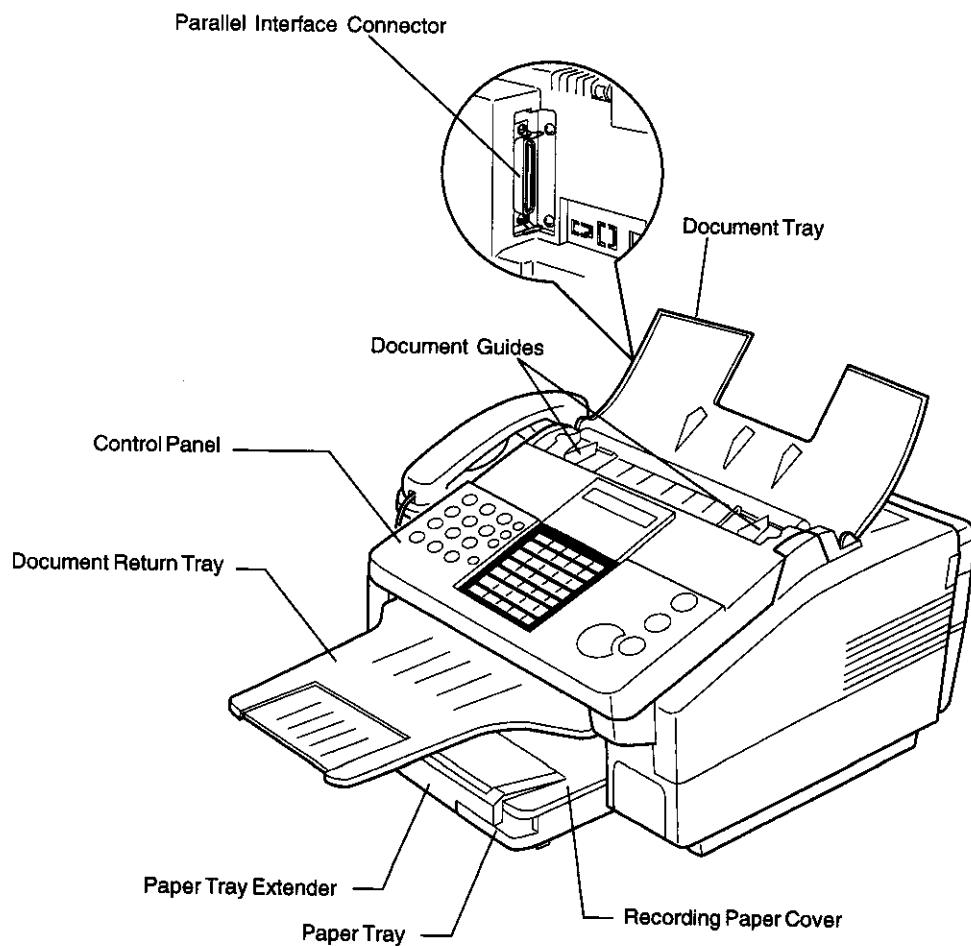
- 1. Plain Paper Printing** Plain paper printing means you can easily write on received documents with a pen or pencil. Documents do not curl, making filing easier. In addition, plain paper does not fade, making it ideal for long term storage of important documents.
- 2. Easy Maintenance** Maintenance requires only changing a print cartridge, making it quicker and easier than with other types of plain paper fax machines.
- 4. Memory Function** A standard image memory feature allows you to store up to 30 standard pages into the document memory. After the **UF-342** stores your documents, it can send them to selected station(s) automatically. You do not have to wait until the transmission ends before retrieving your originals.
- 4. Fax / Telephone Auto Switch** The **UF-342** differentiates between an incoming fax or voice call and automatically switches the circuit to either receive a document or to ring until you pick up the telephone connected to it. With the **UF-342** you do not require a separate telephone line for your fax.  
[ Note : For some countries, this feature is not available because of the country's regulation. ]
- 5. TAM Interface** A Telephone Answering Machine (TAM) can be connected to the **UF-342**. The **UF-342** determines whether the signal from the calling side is a fax or voice call. If it is a fax, the **UF-342** will switch the telephone line to start the fax communication. If a fax signal is not detected, the **UF-342** will stay in the TAM mode and the caller can leave a message.  
[ Note : For some countries, this feature is not available because of the country's regulation. ]
- 6. 64 level Panasonic Super Gray Scale** The **UF-342** offers a 64-level Super Gray Scale using Error Diffusion technology. Switching to this mode assures clear, realistic reproduction of photographs and text, brochures, and illustrations.
- 7. Panafax Multi-Function System** A built-in Panafax Multi-Function System turns your **UF-342** into a multi-functional device, giving you the ability to send and receive fax messages or print directly from your PC. You can even scan documents into your PC for use in other applications.
- 8. Panafax Color Printing System** Simply install the built-in Panafax Color Printing System, and the **UF-342** becomes a GDI printer for text and graphics with superior color quality and clarity.  
With a little practice, anyone can learn how to use the most popular features of the **UF-342**.

This User's Guide will help you to use your **UF-342** quickly and easily. The Table of Contents shows where to find information on each feature. Although we recommend that you review each section briefly, it will only be necessary to read the sections that contain the feature(s) you will be using.

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## External View

1



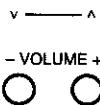
# ► Control Panel

## LCD Display

Indicates date and time, or the current operation.



Used to search for a station name. (see page 48 and 55)

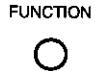


Used for the following

- Search station name for Directory Search Dialling
- Confirm entered station for multi-station communication.
- Confirm current communication modes (e.g. Page number, ID, Dialed Telephone number) when unit is on line.
- Select functions.
- Used to adjust monitor and ringer volume. (see page 24)



Used to select either memory or direct ADF communication. (see page 51)



Used to start or select the function and sub-functions. (see page 12)



Used to erase the previously entered input.



Used to set operations.

## HALFTONE

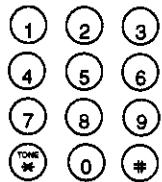
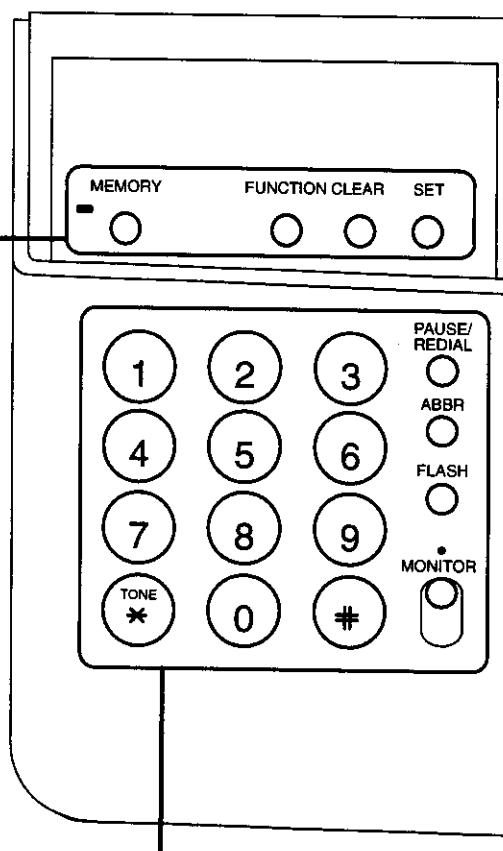


Provides OFF, QUALITY or FAST settings for halftone documents (see page 42).

## RESOLUTION



Used to set Standard, Fine, Super-Fine. (see page 41) Also serves as an arrow key (<) to move the cursor over recorded numbers and characters.



Used for Manual Number Dialling, recording phone numbers, and selecting functions.



Used to temporarily change Dialling Mode to Tone when Pulse mode is set.

## PAUSE/REDIAL



Used to enter a pause when recording or dialling a telephone number, or to redial the last dialed number. (see page 59)

## ABBR



Used to start Abbreviated Dialling. (see page 47 and 54)

## FLASH



Used to access some features of your PBX.

## MONITOR



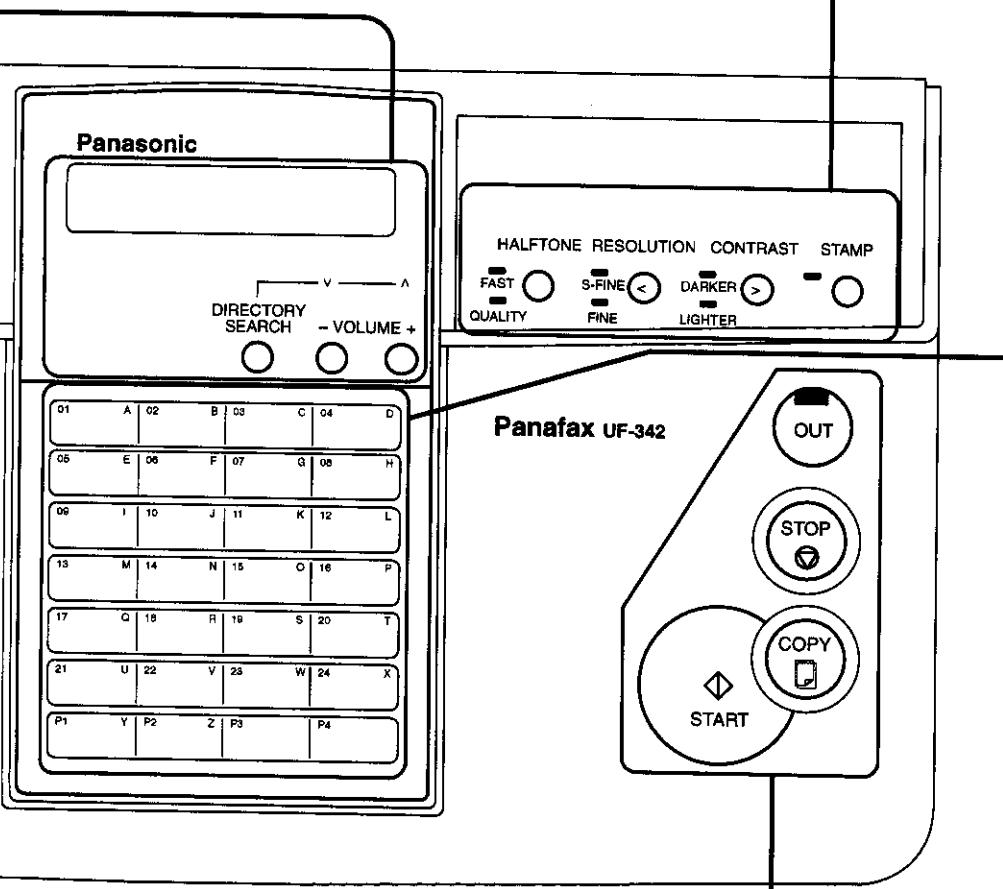
Used to start On-Hook Dialling. (see page 50)

# Control Panel

1

CONTRAST  Used to set Normal, Lighter, or Darker. (see page 41) Also serves as an arrow key (>) to move the cursor over recorded numbers and characters.

STAMP  Used to turn the verification stamp ON or OFF (see page 42).



 Used to select either IN mode or OUT mode. (see page 60)

 Used to cancel operations. When it is pressed, the machine will return to standby.

 Used to make copies. (see page 68)

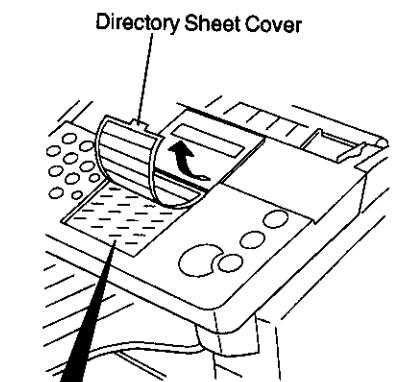
 Used to start operations.

**One-Touch Keys (01-24)**  
Used for One-Touch Dialling. (see page 46 and 53)

**Program Keys (P1-P4)**  
Used to record long dialling procedures or Group Dialling Number keys. (see page 74 to 79)

## Character Keys

The One-Touch Keys and Program Keys also serve as character and symbol input keys which are used to record your LOGO and station name. The character key template is printed on the panel under the directory sheet cover.

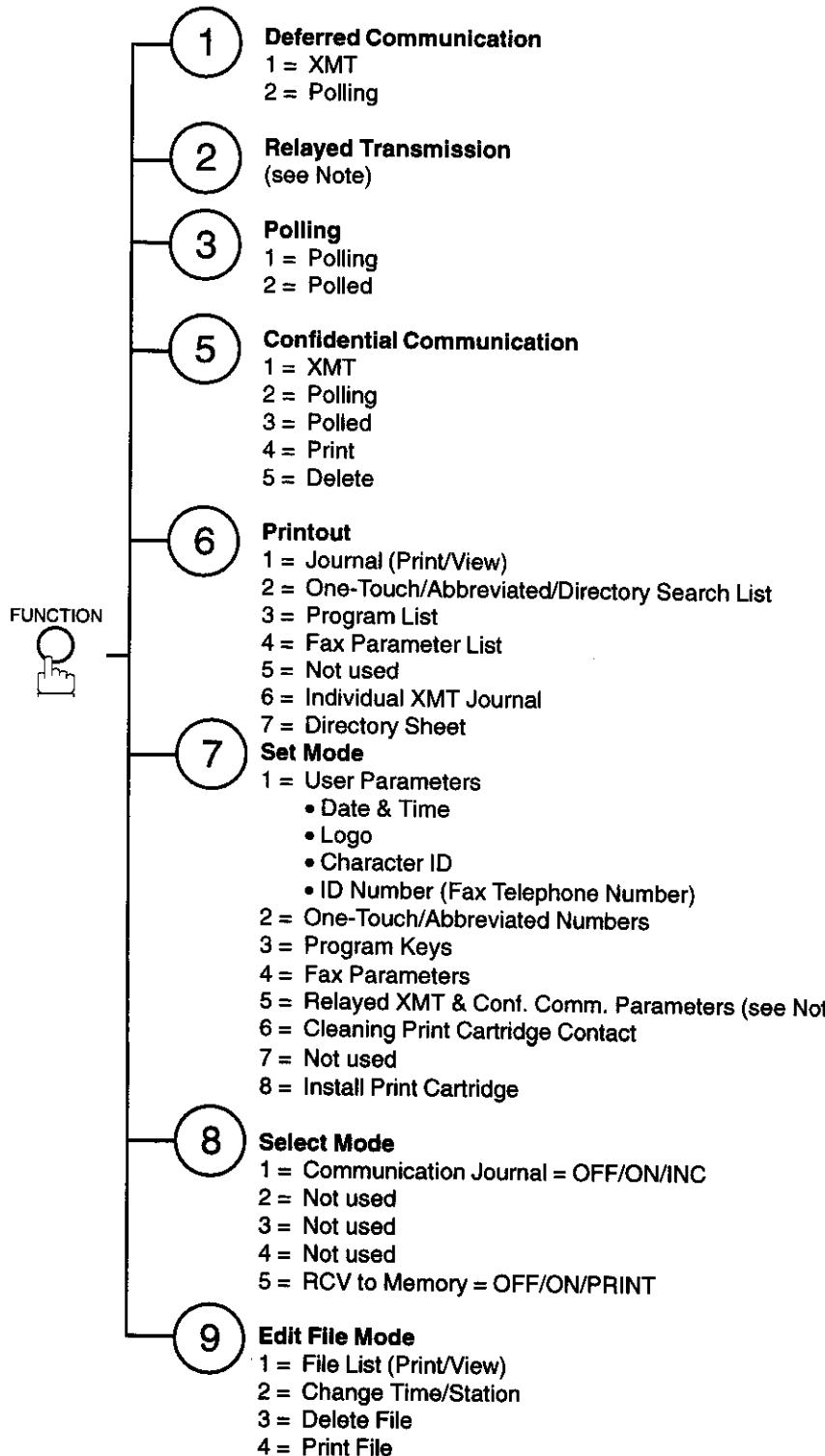


01 Å	02 Ä	03 Ö	04 Ü
A	B	C	D
05 è	06 é	07 í	08 à
E	F	G	H
09 /	10 /	11 /	12 /
I	J	K	L
13 /	14 /	15 +	16 -
M	N	O	P
17 & /	18 ( /	19 ) /	20 < /
Q	R	S	T
21 > /	22 ' /	23 , /	24 . /
U	V	W	X
P1 : /	P2 ; /	P3 /	P4 UPPER LOWER
Y	Z	SPACE	

**Note:** Whenever One-Touch keys are changed to the character key mode (to record your LOGO and station names), use the **UPPER/LOWER** key to switch between upper and lower character set.

# ► Function Key

Any function can be started by first pressing **FUNCTION** and then enter the function number, or by pressing **▼** or **▲** scroll key repeatedly until the desired function appears on the display.

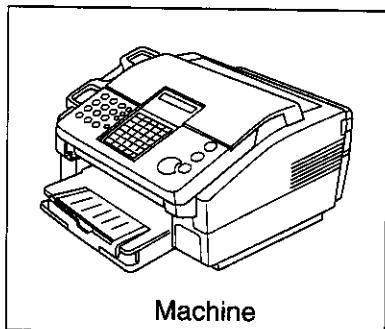


**Note:** If Fax Parameter is not preset to Valid position, which enables you to use the function, the display will not show the function.

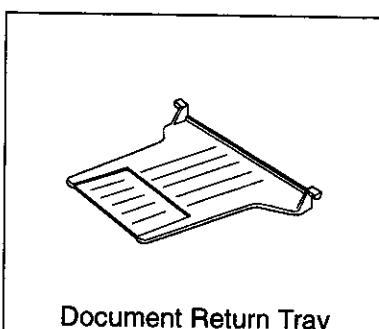
# Main Unit and Accessories ◀

Unpack the carton and check that you have all accessories illustrated.

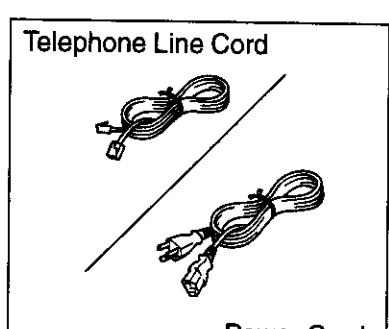
2



Machine

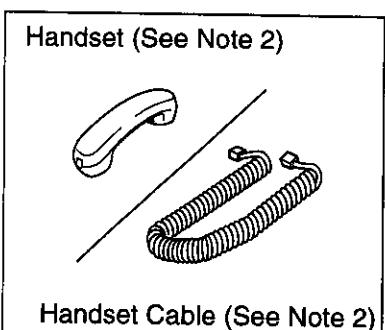


Document Return Tray

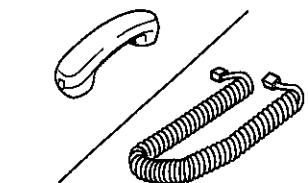


Telephone Line Cord

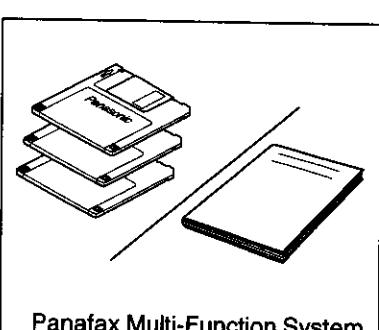
Power Cord



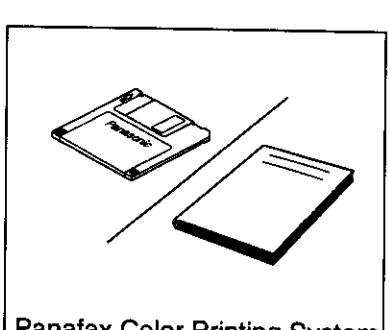
Handset (See Note 2)



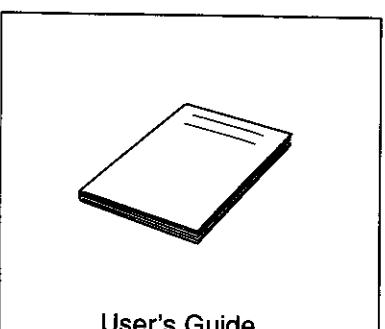
Handset Cable (See Note 2)



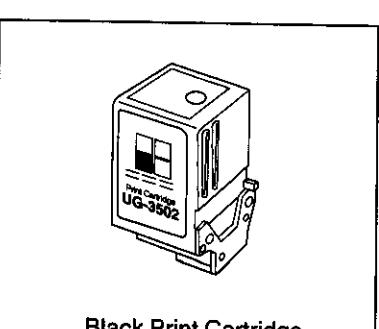
Panafax Multi-Function System



Panafax Color Printing System



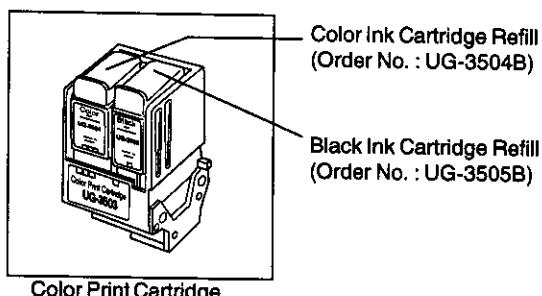
User's Guide



Black Print Cartridge



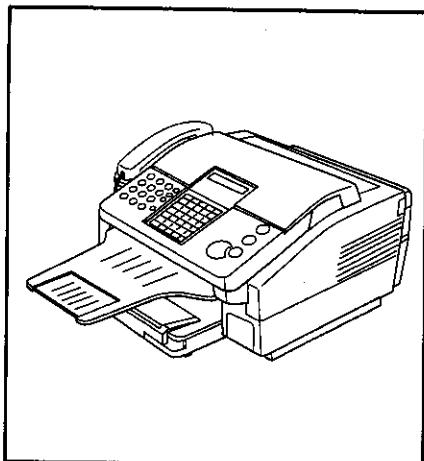
**Note:** 1. Please purchase the Color Print Cartridge from the place where you bought the machine or an office supplies store.



2. For some countries, these accessories are not attached because of the country's regulation or specification.

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# Installing the Accessories

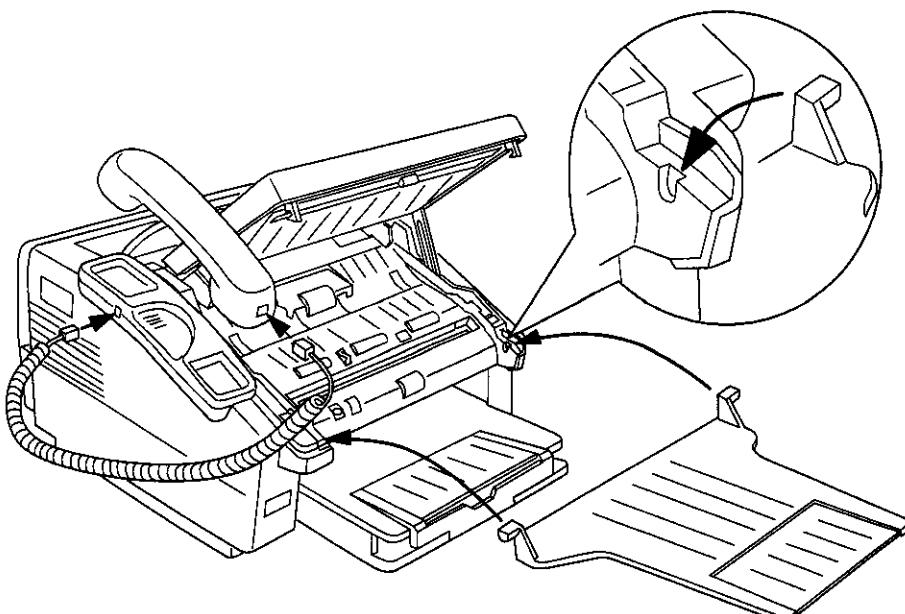


Final Installed View

2

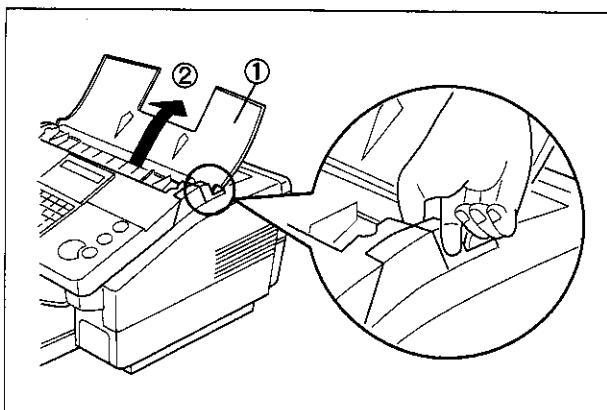
## Document Return Tray

Open the ADF Door and hook the projections of the Document Return Tray into the slots on the front of the machine. Then, close the ADF Door.



## ► Installing the Print Cartridge

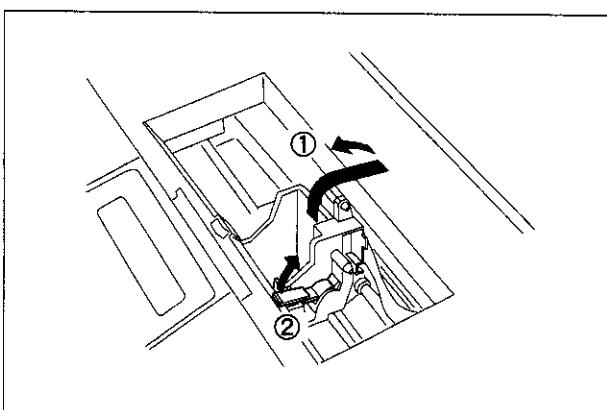
1



① Open the Document Tray.

② Open the Printer Cover.

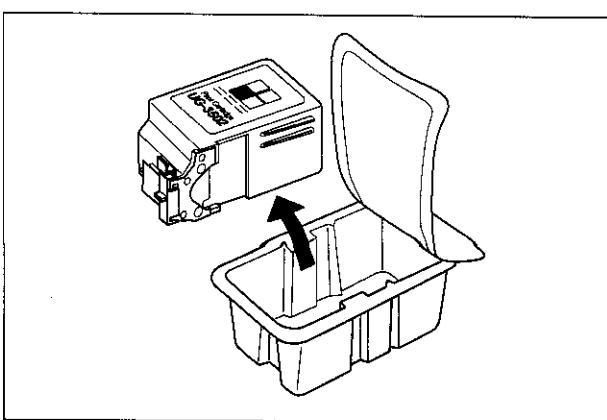
2



① Remove the tape on the Print Cartridge Cradle.

② Lift up the Green Lever on the Print Cartridge Cradle.

3



Open the Print Cartridge Container.

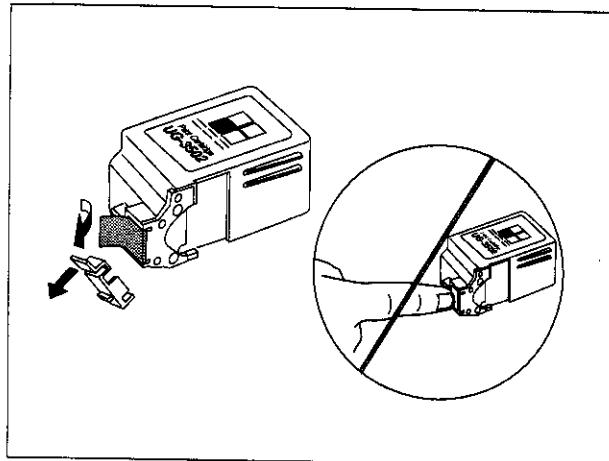
*Continued on the next page.*



**CAUTION** The Ink in the Print Cartridge may be harmful to children if swallowed. Keep new or used cartridges out of the reach of children and immediately discard used cartridge.

# Installing the Print Cartridge

4



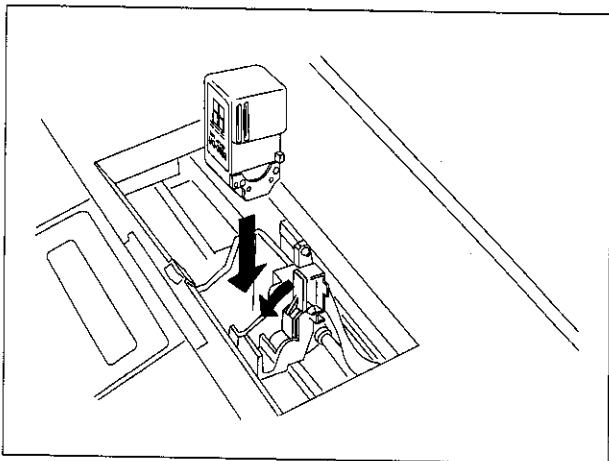
Gently remove the Print Head Cap and the Protective Tape from the front of the Print Cartridge.

2

## CAUTION

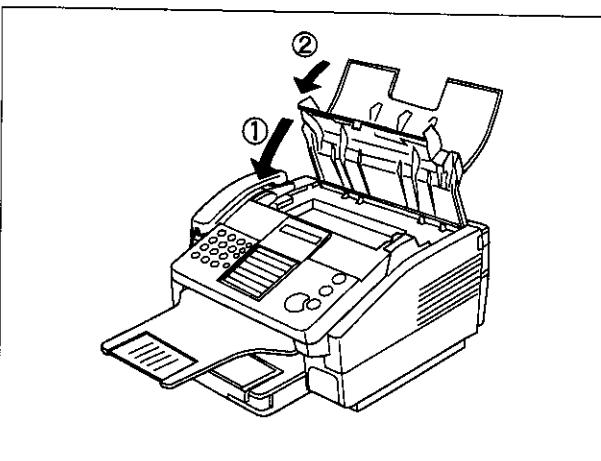
Be sure not to touch the Print Head on the Print Cartridge or the sharp edges around it when unpacking and installing the cartridge.

5



Place the Print Cartridge into the Cradle and then push the green lever down.

6



① Close the Printer Cover.

② Close the Document Tray.

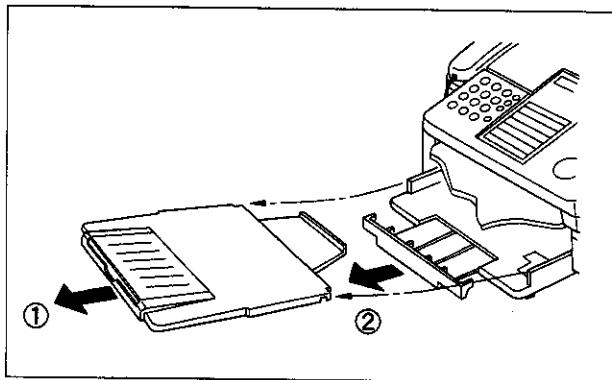
# ► Loading the Recording Paper

## Paper Specifications

In general, most bond papers will produce excellent results. Most photocopy papers will also work very well. There are many "name" and "generic" brands of paper available. We recommend that you test various papers until you obtain the results you are looking for. For detailed recommended paper specifications, see page 150.

## How to Load the Recording Paper

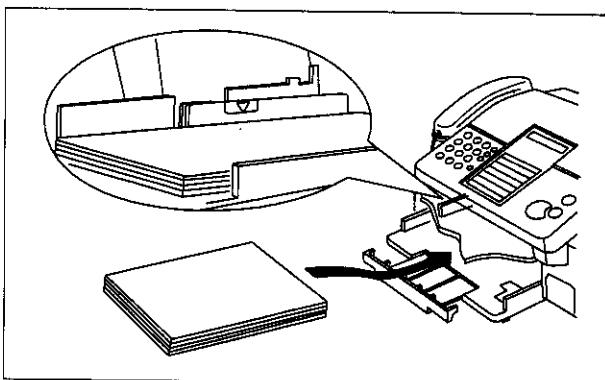
1



① Remove the Recording Paper Cover.

② Pull out the Paper Tray Extender.

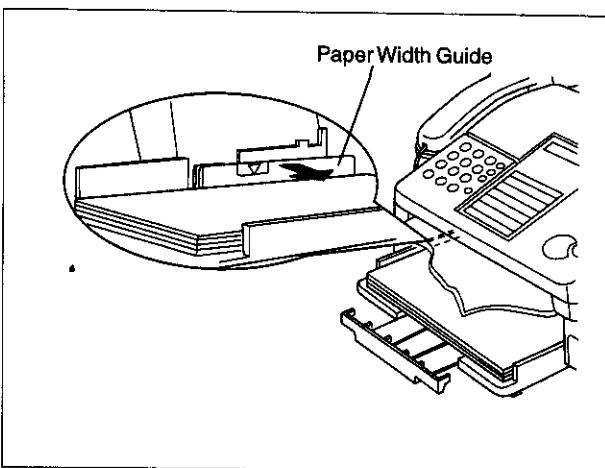
2



Insert a stack of papers, printable side down, about 15 mm thick (approximately 150 sheets of paper) squarely into the Paper Tray.

**Caution:** Make sure that the paper does not exceed over the mark (▽) of the Paper Width Guide. For detailed capacity on various paper type, see page 150.

3

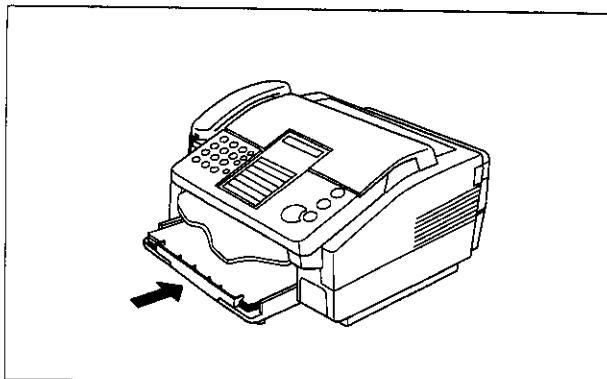


Slide the Paper Width Guide in toward the paper to hold the paper against the right side of the Paper Tray.

*Continued on the next page.*

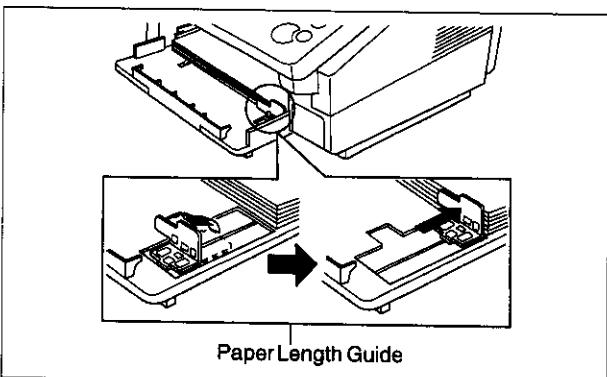
# Loading the Recording Paper

4



Slide the Paper Tray Extender in toward the paper to hold the paper against the printer.

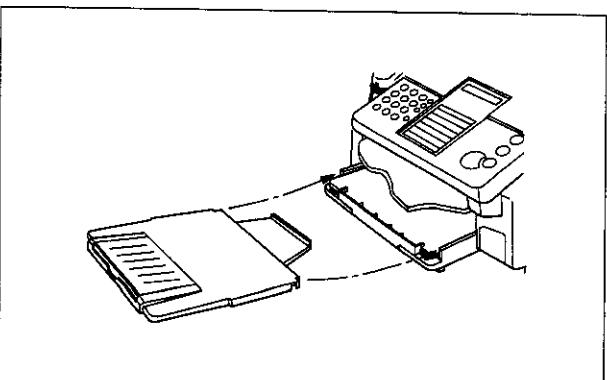
2



If loading A5, B5 size paper or Envelope (Commercial-10 or Envelope DL) when using your machine as a printer with Panafax Color Printing System.

- ① Set the Paper Length Guide upright.
- ② Slide the Paper Length Guide in toward the paper to hold the paper against the printer.

5



Re-install the Recording Paper Cover.



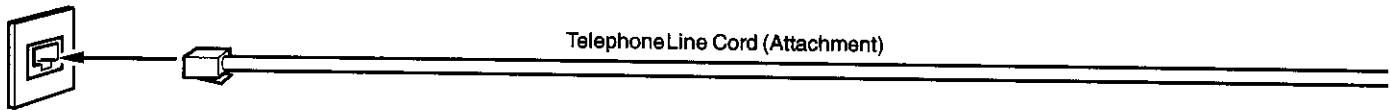
**Note:**

1. The setting of Fax Parameter No. 23 (Recording Paper Size) must match the paper size you have loaded. (see page 36)
2. Do not add recording paper while the machine is printing a document.
3. To add recording paper before the paper runs out, remove the remaining paper from the Paper Tray first. Then, add to the additional stack of papers and reinsert into the Paper Tray.

## ► Connecting the Telephone Line Cord and Power Cord

### ■ Telephone Line Cord

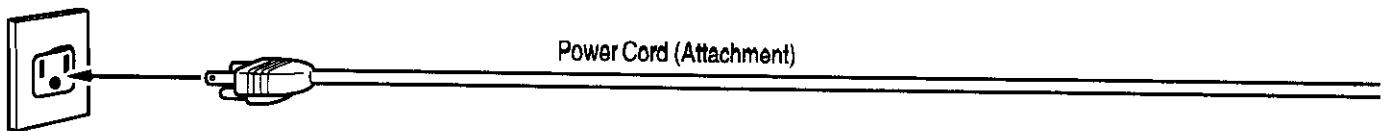
Plug one end of the telephone line cord into the telephone jack supplied by the telephone company and the other end into the LINE jack on the rear of the machine.



### ■ Power Cord

Plug one end of the power cord into an ordinary AC outlet and the other end into the receptable on the rear of the machine.

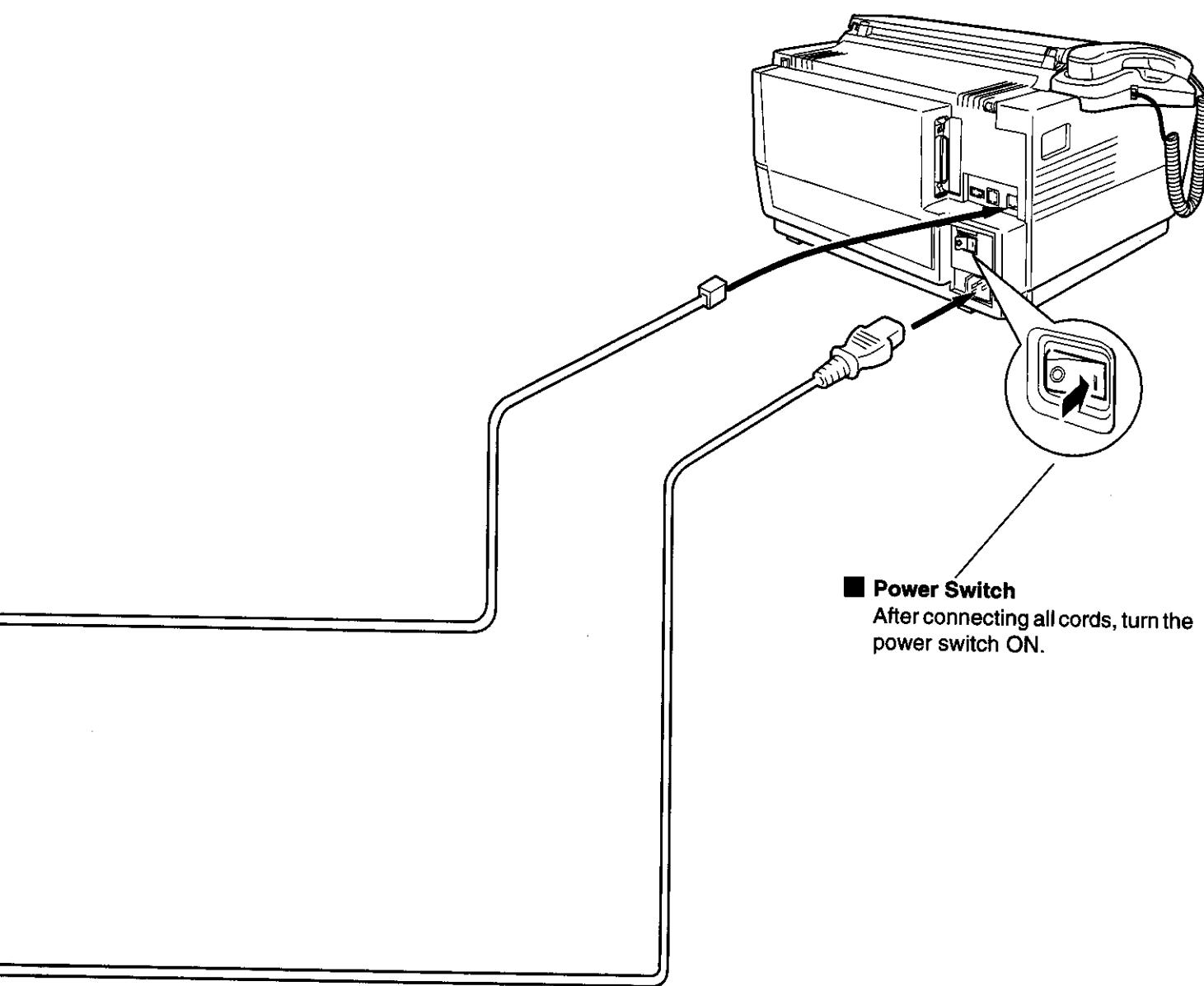
**Warning : This apparatus must be properly grounded through an ordinary AC outlet.**



**Note:** Your machine uses little power and you should keep it ON at all times. If the power is turned OFF for too long, the contents of the memory may be lost.

## Connecting the Telephone Line Cord and Power Cord

2  
=



### ■ Power Switch

After connecting all cords, turn the power switch ON.

# ► Connecting the Parallel Interface Cable

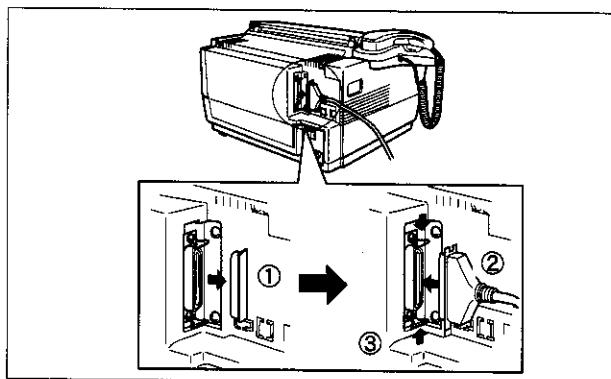
## Parallel Interface Cable

To use the Panafax Multi-Function System and/or Panafax Color Printing System, connect a Parallel Interface Cable between the fax machine and your PC. It is recommended to use a high quality IEEE 1284 Bi-Directional Parallel Cable no longer than 6 feet.

To connect the Parallel Interface Cable, follow the procedure below:

**1** Turn "Off" the power on the fax machine and the PC.

**2**

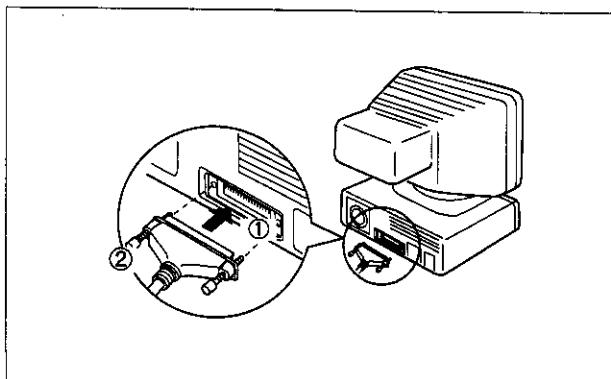


① Remove the Parallel Port Cap from the fax machine.

② Connect the 36 pin Centronics male end of the cable to the Parallel Port on the fax machine.

③ Secure the connection with the 2 locking clips.

**3**



① Connect the DB-25 male end of the cable to the Parallel Port on your PC.

② Tighten the screws on the connector to secure the connection.

**4** Turn "On" the power on both equipment.

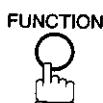


**Note:** The IEEE 1284 Bi-Directional Parallel Port Cable can be purchased at a computer equipment store.

# Setting the Dialling Method (Tone or Pulse)

Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to. If you need to change the dialling method to Tone or Pulse, follow the procedure below.

**1**



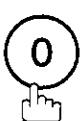
SET MODE (1-8)  
ENTER NO. OR V A

**2**



FAX PARAMETER (01-99)  
NO. =

**3**



06 DIALLING METHOD  
2 : TONE

**4**



for Pulse.

or



for Tone.

06 DIALLING METHOD  
1 : PULSE

or

06 DIALLING METHOD  
2 : TONE

**5**

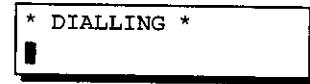


# ► Adjusting the Volume

You can adjust the monitor and ringer volume on your machine. The built-in speaker enables you to hear the dial tone, dialling signals, and busy tone. The ringer sounds when your machine receives a call.

## Setting the Monitor Volume

1

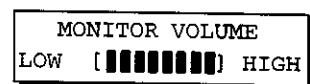


You will hear the dial tone through the speaker.

2



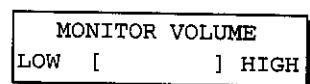
repeatedly to raise the volume.



or



repeatedly to lower the volume.



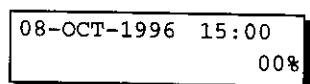
3



## Setting the Ringer Volume

1

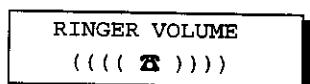
Standby



2



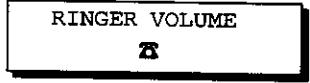
repeatedly to raise the volume.



or



repeatedly to lower the volume.



3



**Note:** You can also adjust the volume of the key touch tone and the volume of the buzzer in Fax Parameter No. 10 (KEY/BUZZER VOLUME). (see page 35)

# User Parameters

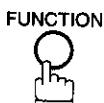
2

Your facsimile machine has several basic settings (User Parameters) to help you keep records of the documents you send or receive. For example, the built-in clock keeps the current date and time, and your LOGO and ID Number help to identify you when you send or receive documents.

## Setting the Date and Time

At standby the display will show the date and time. Once the standby display is set, it will automatically be updated.

1



SET MODE (1-8)  
ENTER NO. OR V A

2



1:USER PARAMETERS?  
PRESS SET TO SELECT

3



DATE & TIME  
1-01-0000 00:00

4

Enter the new date and time.

Ex: 0 8

1 0

1 9 9 6

1 5 0 0

Date : 08th

Month : October

Year : 1996

Time : 3:00 PM

DATE & TIME  
08-10-1996 15:00

If you make a mistake, use < or > to move the cursor to the incorrect number and enter the new number over it.

5



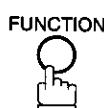
# ► User Parameters

## Setting Your LOGO

When you send a document, your LOGO appears on the top of the copy printed out at the other station.

The LOGO helps to identify you to someone who receives your document.

**1**



SET MODE (1-8)  
ENTER NO. OR V A

**2**



1:USER PARAMETERS?  
PRESS SET TO SELECT

**3**



repeatedly until display shows:

LOGO

**4**

Enter your LOGO (max. 25 characters and digits) by using the Character keys (see page 11).

Ex: **P A N A S O N I C**

LOGO  
PANASONIC

If you make a mistake, use **<** or **>** to move the cursor to the incorrect character and enter the new character over it.

If more than 19 characters are entered, the left side characters will scroll off the display.

**5**



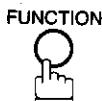
# User Parameters

2

## Setting Your Character ID

If the remote machine has a Character ID capabilities, when you are sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on your display.

**1**



SET MODE (1-8)  
ENTER NO. OR V A

**2**



1: USER PARAMETERS?  
PRESS SET TO SELECT

**3**



repeatedly until display shows;

CHARACTER ID

**4**

Enter your Character ID (max. 16 characters and digits)  
by using the Character keys (see page 11).

Ex: **H E A D SPACE O F F I C E**

CHARACTER ID  
HEAD OFFICE

If you make a mistake, use **<** or **>** to move the cursor  
to the incorrect character and enter the new character  
over it.

**5**



**Note:** The special characters of Å, Ä, Ö, Ü, Æ, è and é cannot be used for Character ID.

# User Parameters

## Setting Your ID Number (Fax Telephone Number)

If the remote machine does not have a Character ID but it has an ID Number, when sending or receiving, your ID Number will appear on the remote machine's display and their ID Number will appear on your display.

We suggest you use your facsimile telephone number as your ID number. (max. 20 digits)

**1**

FUNCTION



7



SET MODE (1-8)  
ENTER NO. OR V A

**2**



1 : USER PARAMETERS?  
PRESS SET TO SELECT

**3**



repeatedly until display shows:

ID NO.

**4**

Enter your ID (max. 20 digits) by using the key pad and  
SPACE.

**Ex:** ② ① ① SPACE ⑤ ⑤ ⑤  
SPACE ① ② ① ②

ID NO.  
201 555 1212

If you make a mistake, press **CLEAR** to erase the number then reenter the correct number.

**5**



**Note:** 1. You may use **\*** to enter a "+" character at the beginning of the ID number to indicate the following digit(s) for your country code.

**Ex:** +1 201 555 1212 +1 for U.S.A. country code.  
+81 3 111 2345 +81 for Japan country code.

2. For some countries, this feature is not available depending on the country's regulation.  
The display may not show this feature.

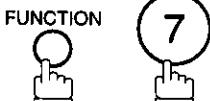
# One-Touch/Abbreviated Dialling Numbers

## Entering One-Touch/Abbreviated Dialling Numbers

One-Touch and Abbreviated Dialling are two fast ways of dialling full telephone numbers. To use these dialling methods, you must first store the telephone number using the following procedure.

To enter a One-Touch key, follow these steps below

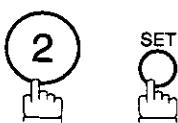
**1**



SET MODE (1-8)  
ENTER NO. OR V A

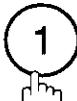
3

**2**



1:ONE-TOUCH  
2:ABBR. NO.

**3**



ONE-TOUCH< >  
PRESS ONE-TCH OR V A

**4**

Ex: 01

<01>  
ENTER TEL. NO.

**5**

Enter the telephone number.  
(up to 36 digits including pauses and spaces)

Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

<01>  
9-555 1234

**6**



<01> ENTER NAME  
9-555 1234

**7**

Enter the station name using character keys  
(up to 15 characters).

Ex: S A L E S SPACE D E P T

<01>SALES DEPT  
9-555 1234

**8**



ONE-TOUCH< >  
PRESS ONE-TCH OR V A

To record another number, repeat step 4 to 8.  
To return to standby, press **STOP**.

# ► One-Touch/Abbreviated Dialling Numbers

To set an Abbreviated Dialling Number, follow these steps below

**1**

FUNCTION



7



SET MODE (1-8)  
ENTER NO. OR V A

**2**



1:ONE-TOUCH  
2:ABBR. NO.

**3**



ABBR. [ ]  
ENTER NO. OR V A

**4**

Ex: ②② (01 to 72)

[22]  
ENTER TEL. NO.

**5**

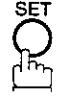
Enter the telephone number.  
(up to 36 digits including pauses and spaces)

Ex: ⑨ PAUSE ⑤⑤⑤ SPACE ②③④⑤

[22]  
9-555 2345 [ ]

[22] ENTER NAME  
9-555 2345

**6**



**7**

Enter the station name using character keys  
(up to 15 characters).

Ex: A C C O U N T I N G

[22] ACCOUNTING [ ]  
9-555 2345

**8**



ABBR. [ ]  
ENTER NO. OR V A

To record another number, repeat step 4 to 8.

To return to standby, press **STOP**.



**Note:**

1. If you require a special access number to get an outside line, enter it first and then press **PAUSE**. A hyphen "-" is displayed for pause.
2. Use **SPACE** to enter a space between the numbers to make it easier to read.
3. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/"). The dialling method will be changed from Pulse to Tone after dialling the digit "/".

**Ex : 9 PAUSE TONE 5551234**

4. You can search for an unused One-Touch key or ABBR. number by pressing **V** or **^** in step 3 or 4.

# One-Touch/Abbreviated Dialling Numbers

## Changing or Erasing One-Touch/Abbreviated Dialling Numbers

If you have to change or erase any of the One-Touch/Abbreviated dialling numbers, follow the steps below.

### To change the settings of a One-Touch/ABBR. dialling number

**1**

FUNCTION



1:ONE-TOUCH  
2:ABBR. NO.

3

**2**

Select 1 for One-Touch Dialling number  
Select 2 for ABBR. Dialling Number

Ex: ①

**3**

Enter the station you wish to change

Ex: 01

**4**



then enter a new telephone number. (see Note 1 and 2)

Ex: 9 PAUSE 5 5 5 SPACE 3 4 5 6

**5**



**6**



then enter a new station name. (see Note 1 and 3)

Ex: P A N A F A X

**7**



To return to standby, press **STOP**.

ONE-TOUCH< >  
PRESS ONE-TCH OR V A

<01>SALES DEPT  
9-555 1234

<01>SALES DEPT  
ENTER TEL. NO.

<01>SALES DEPT  
9-555 3456

<01>SALES DEPT  
9-555 3456

<01>ENTER NAME  
9-555 3456

<01>PANAFAX  
9-555 3456

ONE-TOUCH< >  
PRESS ONE-TCH OR V A



**Note:**

1. Use < or > to move the cursor, then enter the correct number over the incorrect number.
2. Use **COPY** to insert a space between the numbers you set. If the telephone number is 36 digits in length, **COPY** cannot be used to insert a space.
3. **COPY** cannot be used to insert a space in setting of the station name.
4. If the One-Touch/Abbreviated dialling number has been used for a communication reservation, the settings cannot be changed or erased until the communication has finished.  
To change or erase the settings, cancel the communication first by Edit File Mode (see page 80).

# ► One-Touch/Abbreviated Dialling Numbers

To erase the settings of One-Touch/ABBR. Dialling number

**1**

FUNCTION



SET

1:ONE-TOUCH  
2:ABBR. NO.

**2**

Select 1 for One-Touch Dialling number  
Select 2 for ABBR. Dialling Number

Ex: ①

ONE-TOUCH< >  
PRESS ONE-TCH OR V A

**3**

Enter the station you wish to erase

Ex: 01

<01>SALES DEPT  
9-555 1234

**4**



<01>SALES DEPT  
ENTER TEL. NO.

**5**



ONE-TOUCH< >  
PRESS ONE-TCH OR V A

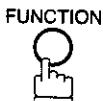
To return to standby, press **STOP**.

# One-Touch/Abbreviated Dialling Numbers

## Printing Out a Directory Sheet

After programming a one-touch dialling number, you can print out the directory sheet which includes the first 10 characters of each station name. Cut along the dotted line and place it over the One-Touch key under the Directory Sheet Cover. To print out a directory sheet, follow these steps below.

1



PRINT OUT (1-7)  
ENTER NO. OR V A

3

2

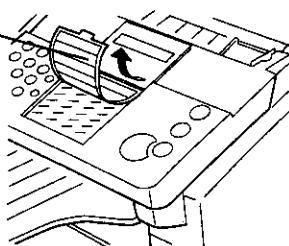


\* PRINTING \*  
 DIRECTORY SHEET

Your machine prints out the directory sheet.

***** - DIRECTORY SHEET - ***** DATE 08-OCT-1996 ***** TIME 15:00 *****			
01 SALES	02 DEPT	03 ENG. DEPT	04 ABC
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
P1	P2	P3	P4
-PANASONIC-			
***** - HEAD OFFICE - ***** 201 555 1212- *****			

Directory Sheet Cover

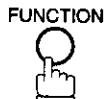


# ► Customizing Your Machine

Your facsimile machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you do want to make a change, read the table carefully. Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operation just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (Home position). Other parameters can only be changed by the procedure described below.

## Setting the Fax Parameters

**1**



SET MODE (1-8)  
ENTER NO. OR V A

**2**



FAX PARAMETER (01-99)  
NO.=

**3**

Enter Fax Parameter number from the Parameter Table  
(see pages 35 to 38).

Ex: ①① for **CONTRAST**

FAX PARAMETER (01-99)  
NO.=01

**4**



01 CONTRAST  
1: NORMAL

**5**

Enter the new setting value.

Ex: ② for **LIGHTER**

01 CONTRAST  
2: LIGHTER

**6**



02 RESOLUTION  
1: STANDARD

To set another parameter, press **CLEAR** to return to step 3, or, to return to standby, press **STOP**.



**Note:** 1. To scroll the Fax Parameters in Step 2 or 4, press **▼** or **▲**.  
2. To print out a Fax Parameter List, see page 126.

# Customizing Your Machine

## Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	CONTRAST	1	Normal	Setting the home position of the CONTRAST key.
		2	Lighter	
		3	Darker	
02	RESOLUTION	1	Standard	Setting the home position of the RESOLUTION key.
		2	Fine	
		3	S-Fine	
04	STAMP	1	Off	Setting the home position of the STAMP key. To select the stamp function when document is stored in memory (see Fax Parameter No. 28).
		2	On	
05	MEMORY	1	Off	Setting the home position of the MEMORY key.
		2	On	
06	DIALLING METHOD	1	Pulse	Selecting the dialling method.
		2	Tone	
07	HEADER PRINT	1	Inside	Selecting the printing position of the header. Inside : Inside TX copy area. Outside : Outside TX copy area. No print : Header is not printed.
		2	Outside	
		3	No print	
08	HEADER FORMAT	1	Logo, ID No.	Selecting the header format.
		2	From To	
09	RCV'D TIME PRINT	1	Invalid	Selecting whether or not the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received page.
		2	Valid	
10	KEY/BUZZER VOLUME	1	Off	Selecting the volume of the Key/Buzzer tone.
		2	Soft	
		3	Loud	
12	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off/Always/Inc. only Off : No printout Always : Always prints out Inc. only : Printout when communication has failed.
		2	Always	
		3	Inc. only	

Continued on the next page.

Note: The silent receive ring count is not user adjustable here, but can be altered by Bruce Amrich.  
\*(Transfer the call to him!)

# ► Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
13	AUTO JOURNAL PRINT	1	Invalid	Selecting whether or not the machine prints the journal automatically after every 32 transaction.
		2	Valid	
15	IN MODE	*1	Tel	Selecting IN (attended) mode as either Telephone Mode or Fax / Tel Auto Switching Mode.
		2	Fax/Tel SW	
16	OUT MODE	*1	Fax	Selecting OUT (unattended) mode as either Fax Mode or TAM Interface Mode.
		2	TAM I/F	
18	OP CALL TIMER	1	20 sec.	Selecting the length of time that your machine signals (rings) for an incoming voice call in Fax/Tel Auto Switching mode (see page 62).
		2	30 sec.	
		3	40 sec.	
		4	50 sec.	
19	OGM LENGTH (TAM I/F)	1	1 sec.	Setting the OGM length of your TAM from 1 to 60 second. Unit will not start to detect a SILENT until the time lapse after detecting a call in TAM Interface mode.
		---	---	
		60	60 sec.	
20	SILENT DET. (TAM I/F)	1	Invalid	Selecting the Silent Detection Mode.
		2	Valid	
22	SUBSTITUTE RCV	1	Invalid	Selecting whether or not the machine receives to memory when recording paper runs out, ink runs out or recording paper jammed.
		2	Valid	
23	RECORDING PAPER SIZE	1	A4	Setting the recording paper size installed in your machine.
		2	Letter	
		3	Legal	
24	PRINT REDUCTION	1	Fixed	Selecting print reduction mode. Fixed: Reduce received document according to setting of Parameter No. 25. Auto: Reduce received document according to the length of received documents.
		*2	Auto	
25	REDUCTION RATIO	70	70%	Selecting fixed print reduction ratio from 70% to 100%. This parameter functions only when fixed print reduction is selected on fax parameter no. 24.
		---	---	
		100	100%	

Continued on the next page.

# Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
26	POLLING PASSWORD		(----)	Setting a 4-digit password for secured polling.
27	POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine retains the polled document in memory even after the document is polled once.
		2	Valid	
28	STAMP AT MEM. XMT	1	Invalid	Selecting whether or not the machine stamps the original documents when storing the documents into memory.
		2	Valid	
30	DRD SERVICE	1	Invalid	Selecting whether or not the machine is available "DRD Service". If this parameter is set to "Valid", your machine detects the specified ring pattern only to receive a document automatically.
		2	Valid	
37	RCV TO MEMORY		(----)	Enter a 4-digit password used to print out the received document in memory by F8-5 (RCV TO MEMORY). When F8-5 is set to On, this parameter will not be shown on the LCD display. (see page 87)
38	FAX ACCESS CODE		(----)	Enter a 4-digit Fax Access Code to secure the machine from unauthorized use. (see page 86)
40	RELAY XMT REQUEST	1	Invalid	Selecting whether or not the machine performs Relay XMT Request. (see page 103)
		2	Valid	
41	CONF. FAX PARAMETER	1	Invalid	Selecting whether or not the machine performs Confidential Network Communication. (see page 99)
		2	Valid	
42	CONF. POLLED FILE SAVE	1	Invalid	Selecting whether or not the machine saves the confidential polled file even after the file is polled once.
		2	Valid	
46	SELECT RCV	1	Invalid	Selecting whether or not the machine performs selective reception. (see page 91)
		2	Valid	
47	REMOTE RCV	1	Invalid	Selecting whether or not the machine accepts remote reception command (see page 61).
		2	Valid	
48	TELEPHONE LINE	1	PSTN	Selecting the type of line connected.
		2	PBX	
49	PSTN ACCESS CODE		0---	Setting PSTN Access Code. (max. 4 digits)
50	FLASH KEY	1	Earth	Selecting to use FLASH on control panel either as Earth key or Flash key.
		2	Flash	

Continued on the next page.

## ► Customizing Your Machine

No.	Parameter	Setting Number	Setting	Comments
52	DIAGNOSTIC PASSWORD		(---)	Setting the password for Remote Diagnostic Mode. Please ask your Panasonic Authorized Dealer for details.
53	SUB-ADDRESS PASSWORD		(---)	Setting a 20-digit password for secured sub-address communication.
99	MEMORY SIZE	-	-	Display the amount of base and optional memory installed. (Base Memory + Optional Memory)



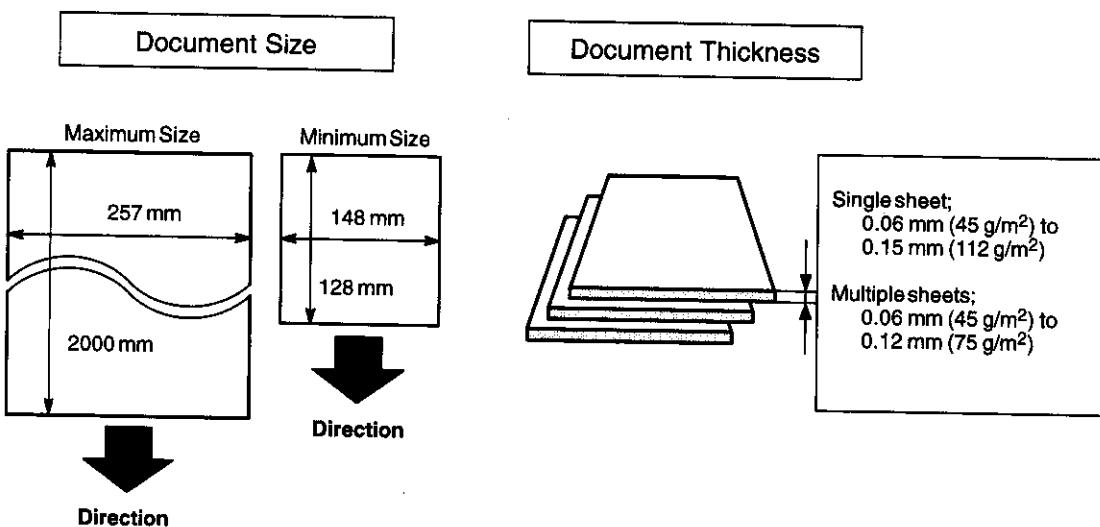
**Note:** 1. The contents of Fax Parameter may differ depending on the each country's regulation or specification.  
2. The standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 126.

# Loading Documents

4

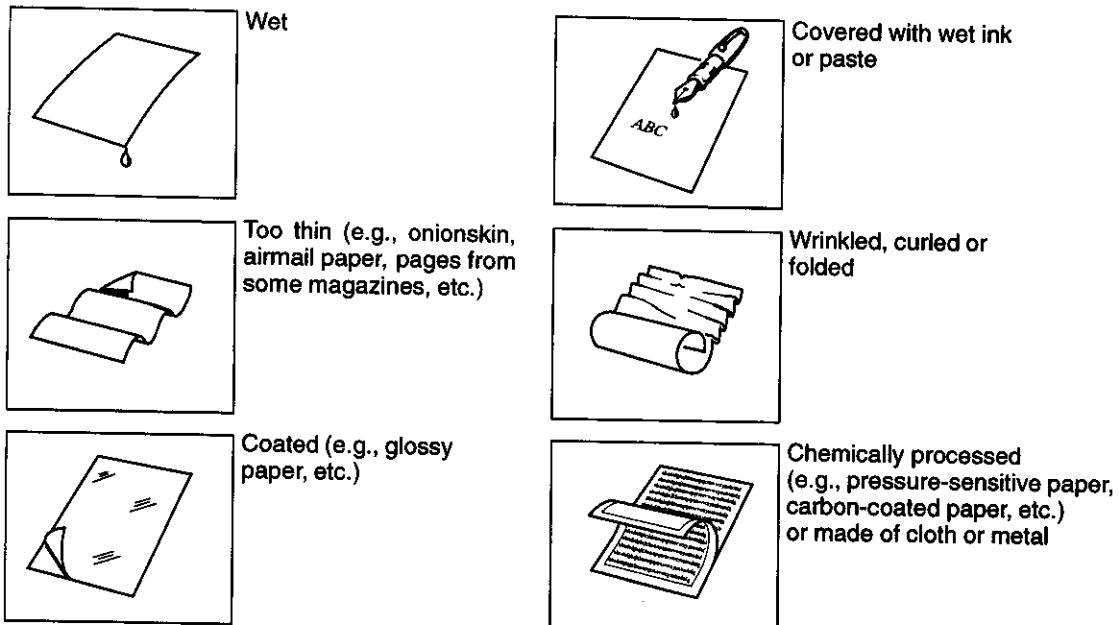
## Documents You Can Send

In general, your machine will send any document printed on A4 size paper.



## Documents You Cannot Send

You must never try to send documents that are



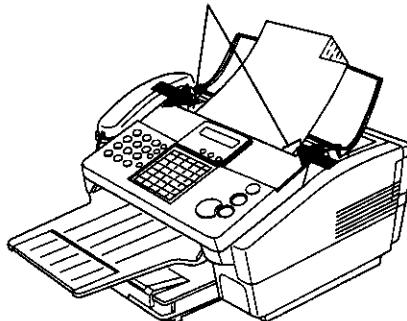
To transmit these kinds of documents, make a photocopy first and then transmit the copy instead.

# ► Loading Documents

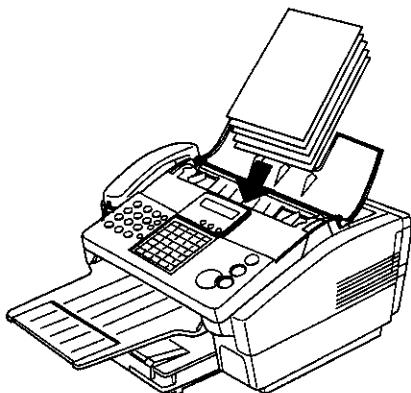
## How to Load Documents

1. Be sure the document(s) is free of staples, paper clips and is not torn, greasy or covered by foreign objects.
2. Place the document(s) **FACE DOWN** on the Automatic Document Feeder (ADF) until the leading edge placed into the machine stops.  
If you are sending multiple pages, make sure that the **bottom sheet enters first**. You can also stack **up to 30 PAGES** (see Note 1) on the ADF at one time. If you have more than 30 pages, wait until transmission or storing in memory starts as pages feed through, place any remaining pages on top of the last page in the feeder.
3. Adjust the Document Guides to center the document on the ADF.

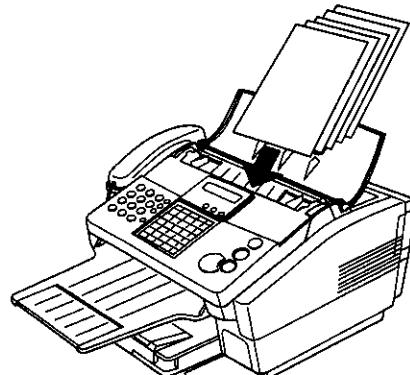
Document Guides



**CORRECT**



**INCORRECT**



When you set a document on the ADF, the display message will change from date and time (standby) to the following message. You can now change basic transmission settings, or begin the dialling procedure.

ENTER STATION  
00%



**Note:** 1. The document limitation to send multiple pages is as follows.

	Document Size	Document Thickness
Up to 20 pages	Up to 257 mm x 364 mm	0.06 mm to 0.12 mm
Up to 30 pages*	A4 size or Letter size	0.06 mm to 0.10 mm

\* Please note that although the size and thickness meets the specifications, you might not be able to set 30 pages with some types of papers.

2. Transmitting documents longer than 364 mm requires user's assistance.

# Basic Transmission Settings

You can temporarily change the transmission settings either before or after you place the document on the ADF. These settings are as follows;

- Contrast
- Resolution
- Halftone
- Stamp
- Communication Journal

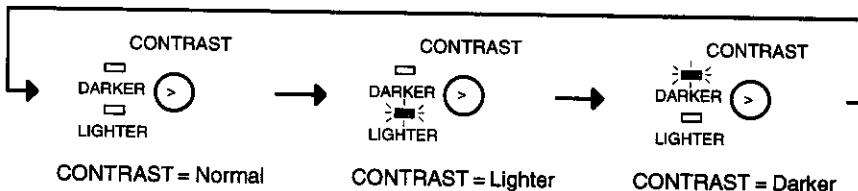
After your document has been sent, your machine will automatically return to the preset settings.

4

## Contrast

Your machine is preset to **Normal** contrast. If you wish to send a document with lighter contrast, change the setting to **Lighter**. If you wish to send a document with darker contrast, change the setting to **Darker**.

Press **CONTRAST** to:

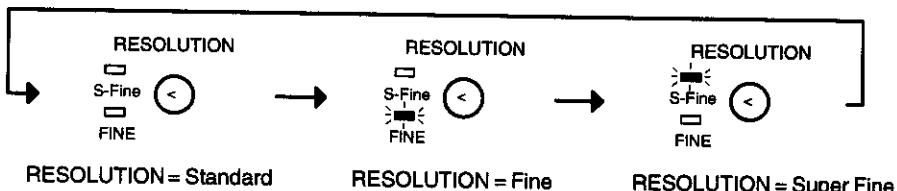


*Note: To change the preset Contrast position, change the setting of Fax Parameter No. 01, see page 35.*

## Resolution

Your machine is preset to **Standard** resolution, which is suitable for most documents. Use **Fine** or **Super Fine** for detailed documents.

Press **RESOLUTION** to:



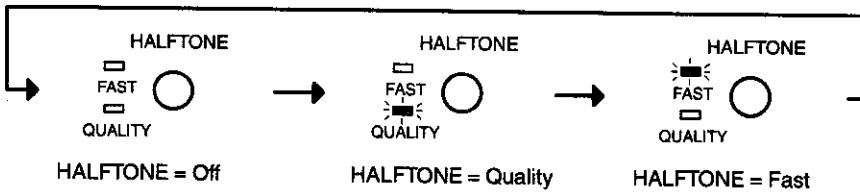
*Note: To change the preset Resolution position, change the setting of Fax Parameter No. 02, see page 35.*

# ► Basic Transmission Settings

## Halftone

The Halftone setting is useful when sending photographs or illustrations with gray tones. Your machine is preset to HALFTONE = Off. You can select either Fast mode or Quality mode.

Press **HALFTONE** to:

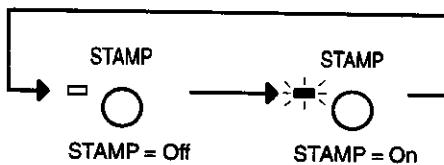


*Note: When you select HALFTONE, FAST or QUALITY, your machine will automatically select Fine Resolution.*

## Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small  $\otimes$  mark.

Press **STAMP** to:



*Note: 1. When you store a document in memory, the Verification Stamp will stamp on the document if it is successfully stored in memory. In this case the Verification Stamp is not a confirmation that the document was successfully transmitted. If you wish to disable the use of the Verification Stamp when storing document in memory, change the setting of Fax Parameter No. 28, see page 37.  
2. To change the preset Verification Stamp position, change the setting of Fax Parameter No. 04, see page 35.*

# Basic Transmission Settings

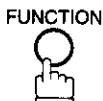
## Communication Journal (COMM. JOURNAL)

A Communication Journal lets you verify if the transmission was successful. You can select the condition to print out the communication Journal as follows.

When you set COMM. JOURNAL = **OFF**, a Communication Journal will not be printed out.  
When you set COMM. JOURNAL = **ON**, a Communication Journal is printed out automatically after every communication.  
When you set COMM. JOURNAL = **INC.**, a Communication Journal is printed out automatically only if the communication has failed.

4

1



SELECT MODE (1-5)  
ENTER NO. OR V A

2



COMM. JOURNAL=INC  
1:OFF 2:ON 3:INC

3



for OFF.

or



for ON (Always print out).

or



for INCOMPLETE only.

COMM. JOURNAL=OFF  
1:OFF 2:ON 3:INC

or

COMM. JOURNAL=ON  
1:OFF 2:ON 3:INC

or

COMM. JOURNAL=INC  
1:OFF 2:ON 3:INC

4



**Note:** To change the preset Comm. Journal position, change the setting of Fax Parameter No. 12, see page 35.

## ► **Sending Documents**

---

You can choose Direct, Voice Mode or Memory Transmission.

Use Direct Transmission if:

- The memory is full.
- You want to send the document real time.

Use Voice Mode Transmission if:

- You want to send the document after talking with the other party.
- You want to send the document after listening to a voice prompting.

Use Memory Transmission if:

- You want to send the document to multiple stations.
- You have to retrieve the document immediately.
- You want to take the advantage of Dual Operation design.

# Sending Documents

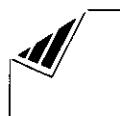
## Direct Transmission

If your machine's memory is full or you wish to send the document real time, use Direct Transmission.

### Manual Number Dialling (Direct Transmission)

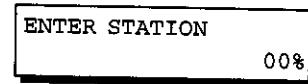
To dial the telephone number manually, follow the steps below.

1



Set document(s) face down.

4



2

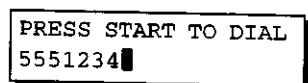


Make sure that the lamp is off. If not, press **MEMORY** to set "off".

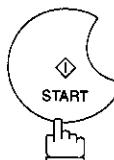
3

Enter a telephone number from the keypad.

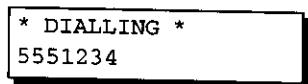
Ex: 5 5 5 1 2 3 4



4



Your machine starts to dial the telephone number.



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialling the full number.

Ex: 9 PAUSE 5551234

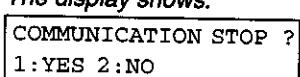
2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

Ex: 9 PAUSE TONE 5551234

3. To stop the transmission, press **STOP**.

The display shows:



Press **①** to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# ► Sending Documents

## One-Touch Dialling (Direct Transmission)

One-Touch Dialling allows you to dial a full number by pressing a single key. To set up the One-Touch keys, see page 29.

1



Set document(s) face down.

ENTER STATION

00%

2



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

3

Press a One-Touch key.

Ex: 01

The display will show the One-Touch number and station name. The full number (e.g. 5551234) will then be dialed.

<01> (Station name)  
5551234

\* DIALLING \*  
5551234



**Note:** To stop the transmission, press **STOP**.  
The display shows:

COMMUNICATION STOP ?  
1: YES 2: NO

Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# Sending Documents

## Abbreviated Dialling (Direct Transmission)

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogramming the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 30.

1



Set document(s) face down.

ENTER STATION

00%

4

2



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

3

Press **ABBR** and a 2-digit code.

Ex: **ABBR**



[10] (Station name)  
5553456

\* DIALLING \*  
5553456

The display will show the ABBR number and station name. The full number (e.g. 5553456) will then be dialed.



**Note:** To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP ?  
1: YES 2: NO

Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# ► Sending Documents

## Directory Search Dialling (Direct Transmission)

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

**1**



Set document(s) face down.

ENTER STATION

00%

**2**



Make sure that the lamp is off. If not, press **MEMORY** to set "off".

**3**



ENTER LETTER (S)

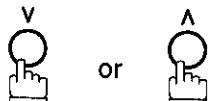
**4**

Enter full station name or part of a station name from character key (see page 11).

**Ex:** **P** **A** **N** **A** for searching **PANASONIC**

ENTER LETTER (S)  
PANA

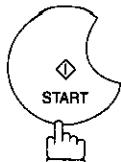
**5**



repeatedly until display shows the station name you want to send to.

[10] PANASONIC  
5553456

**6**



The full number (e.g. 5553456) will be dialed.

\* DIALLING \*  
5553456



**Note:** To stop the transmission, press **STOP**.  
The display shows:

COMMUNICATION STOP ?  
1: YES 2: NO

Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# Sending Documents

## Voice Mode Transmission

If you wish to send the document after talking with other party, use Voice Mode Transmission. Your machine requires an external telephone if the handset is not available.

### Off-Hook Dialling

For Off-Hook Dialling, follow these steps

1



Set document(s) face down.

ENTER STATION  
00%

4

2

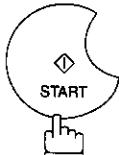
Lift the handset or the external telephone and dial the telephone number.

Ex: ⑤⑤⑤①②③④

3

When you hear the voice of the other party, tell the other party to prepare to receive a document.

Then, when you hear a beep,



ON LINE \* XMT \*

and hang up the handset.



**Note:** To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP ?

1: YES 2: NO

Press ① to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# ► Sending Documents

## On-Hook Dialling

For On-Hook Dialling, follow these steps

**1**



Set document(s) face down.

ENTER STATION

00%

**2**



You will hear dial tone through the monitor speaker.

\* MONITOR \*

**3**

Dial the telephone number from the keypad.

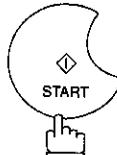
**Ex:** ⑤ ⑤ ⑤ ① ② ③ ④

\* DIALLING \*

5551234

**4**

When you hear a beep,



ON LINE \* XMT \*

5551234



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialling the full number.

**Ex:** 9 PAUSE 5551234

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

**Ex:** 9 PAUSE TONE 5551234

3. To stop the transmission, press **STOP**.

The display shows:

COMMUNICATION STOP ?  
1:YES 2:NO

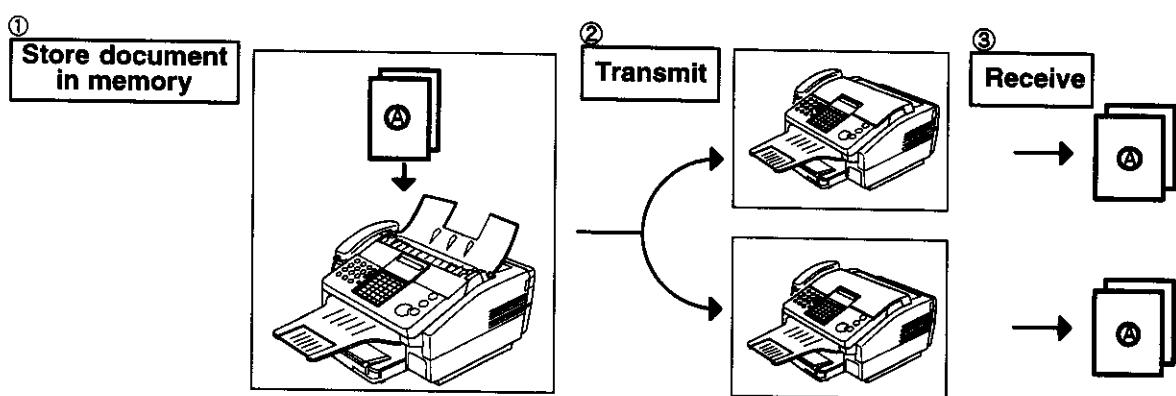
Press **①** to stop the transmission. The Communication Journal will not print out regardless of the printout mode setting of the Communication Journal.

# Sending Documents

## Memory Transmission

Your machine quickly stores the document into the machine's memory. Then, starts to dial the telephone number.

If the transmission fails, your machine will re-transmit the remaining unsuccessful page(s) automatically.



4



**Note:**

1. The File Number of the document being stored is shown at the upper right corner of the display while storing the document. It is also printed on the Communication Journal (COMM. JOURNAL), 32 Transaction Journal and File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.
2. If a memory overflow occurs while storing documents into memory, all the remaining documents in the ADF will be ejected. The machine will prompt on the display, whether to start transmitting those pages which are successfully stored or to cancel the transmission. Press ① to cancel; press ② to transmit. See Specifications, page 149 for the image memory capacity. If no action is taken within 10 seconds, the machine will start transmitting the stored pages.
3. An Information Code will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the transmission is marked with the Information Code or "BUSY" on the Communication Journal (COMM. JOURNAL).
4. To stop the transmission, press **STOP**. The display shows:

COMMUNICATION STOP ?  
1:YES 2:NO

Press ① to stop the transmission. The document you stored will be erased automatically.

5. If you would like to print a Communication Journal (COMM. JOURNAL) after stopping a transmission, press ① when the display shows:

PRINT COMM. JOURNAL?  
1:YES 2:NO

\* STORE \* NO.003  
PAGES=02 10%

\* STORE \* COMPLETED  
TOTAL PAGES=05 30%

MEMORY OVERFLOW  
INFO. CODE=870

15 PAGES COMPLETED  
DELETE? 1:YES 2:NO

INCOMPLETE  
INFO. CODE=XXX

# ► Sending Documents

## Manual Number Dialling

To dial the telephone number manually, follow the steps below.

**1**



Set document(s) face down.

ENTER STATION  
00%

**2**



Make sure that the MEMORY lamp is on.  
If not, press **MEMORY** to set "On".

ENTER STATION(S)  
THEN PRESS START 00%

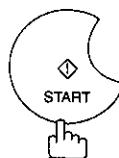
**3**

Enter a telephone number from the keypad.

Ex: 5 5 5 1 2 3 4

TEL. NO.  
5551234

**4**



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* DIALLING \* NO.002  
5551234



**Note:** 1. If you need a special access number to get an outside line, dial it first then press **PAUSE** to enter a pause (represented by a "-") before dialling the full number.

Ex: 9 PAUSE 5551234

2. If you are using Pulse dialling and you wish to change to Tone dialling in the middle of dialling, press **TONE** (represented by a "/").

The dialling mode will be changed from Pulse to Tone after dialling the digit "/".

Ex: 9 PAUSE TONE 5551234

# Sending Documents

## One-Touch Dialling

One-Touch Dialling allows you to dial a full number by pressing a single key. To set up the One-Touch keys, see page 29.

1



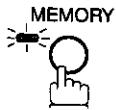
Set document(s) face down.

ENTER STATION

00%

4

2



Make sure that the MEMORY lamp is on.  
If not, press **MEMORY** to set "On".

ENTER STATION(S)

THEN PRESS START 00%

3

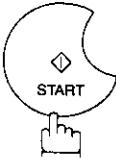
Press a One-Touch key.

Ex: 01

<01> (Station name)

5551234

4



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002

PAGES=01 05%

\* STORE \* COMPLETED

TOTAL PAGES=05 25%

\* DIALLING \* NO.002

5551234

# ► Sending Documents

## Abbreviated Dialling

Abbreviated dialling is a speedy way to dial a frequently dialed telephone number by preprogramming the telephone number in the built-in auto-dialer with a 2-digit abbreviated code. To program an abbreviated dialling number, see page 30.

**1**



Set document(s) face down.

ENTER STATION

00%

**2**



Make sure that the MEMORY lamp is on.  
If not, press **MEMORY** to set "On".

ENTER STATION(S)

THEN PRESS START 00%

**3**

Press **ABBR** then enter a 2-digit code.

Ex: **ABBR**

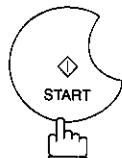


**1**

**0**

[10] (Station name)  
5553456

**4**



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* DIALLING \* NO.002  
5553456

# Sending Documents

## Directory Search Dialling

Directory Search dialling allows you to dial a full telephone number by searching the station name entered in One-Touch keys or Abbreviated dialling numbers.

1

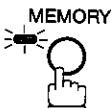


Set document(s) face down.

ENTER STATION

00%

2



Make sure that the MEMORY lamp is on.  
If not, press **MEMORY** to set "On".

ENTER STATION(S)

THEN PRESS START 00%

3



ENTER LETTER (S)

4

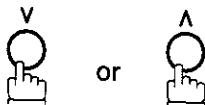
Enter full station name or part of a station name from character key (see page 11).

Ex: **P A N A** for searching **PANASONIC**

ENTER LETTER (S)

PANA

5

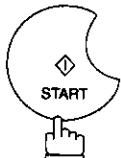


repeatedly until display shows the station name you want to send to.

[10] PANASONIC

5553456

6



The document is stored into memory with a file number.  
Then starts to dial the telephone number.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* DIALLING \* NO.002  
5553456

# ► Sending Documents

## Multi-Station Transmission (Broadcasting)

If you have to send the same document(s) to multiple stations, you can save time in feeding the document(s) by using memory transmission. That is, you can store the document(s) into memory and then send it to the station(s) automatically.

1



Set document(s) face down.

ENTER STATION

00%

2



Make sure that the MEMORY lamp is on.

If not, press **MEMORY** to set "On".

ENTER STATION(S)

THEN PRESS START 00%

3

Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press **SET** after each station is entered (Up to 12 stations)
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

Ex: 01

**SET**

ABBR

1

0

<01> (Station name)

5551234

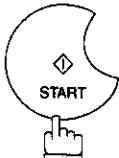
[10] (Station name)

5553456

2 STN(S) ARE SET

ADD MORE OR START

4



The document is stored into memory with a file number. Then starts to dial the telephone number in sequence.

\* STORE \* NO.001  
PAGES=01 01%

\* DIALLING \* NO.001  
5551234



**Note:** You can review the stations you entered in step 3 before storing your document into memory by pressing **▼** or **▲**. Press **CLEAR** to clear an entered station show on display if needed.

# Sending Documents ◀

## Transmission Reservation

You can do the following while sending a document from memory or receiving a document.

- Reserve the next transmission into memory for up to 10 different documents.
- Reserve a priority transmission.

### Memory Transmission Reservation (Multi-tasking)

If your machine is on-line busy transmitting from memory, receiving or printing received documents, you can reserve transmission by the following procedure.

**1**

Your machine is on-line, the LCD is as shown to the right.

ON LINE \* MEM. XMT \*  
ID: (Identification)  
  
ON LINE \* RCV \*  
ID: (Identification)  
  
\* PRINTING \*  
MEMORY RCV'D DOC

**2**



Set document(s) face down.

ENTER STATION  
00%

**3**



Make sure that the MEMORY lamp is on.  
If not, press **MEMORY** to set "On".

ENTER STATION(S)  
THEN PRESS START 00%

**4**

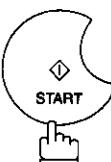
Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press **SET** after each station is entered (Up to 12 stations)
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

**Ex:** 01

<01> (Station name)  
5551234

**5**



Your machine will store the document into memory.

\* STORE \* NO.005  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%



**Note:** To cancel the memory transmission reservation, see page 84.

# ► Sending Documents

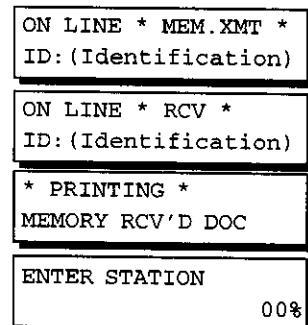
## Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory, use Direct Transmission Reservation to send the urgent document. The urgent document will be sent immediately after the current communication is finished.

Note that you cannot send the documents to multiple stations.

### To reserve your machine for sending the urgent documents

- 1 Your machine is on-line, the LCD is as shown to the right.



- 2  Set document(s) face down.

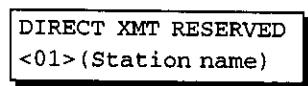
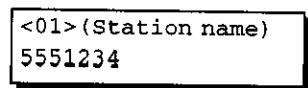
- 3  MEMORY Make sure that the lamp is off. If not, press **MEMORY** to set "off".

- 4 Dial by using any one of the following methods:
  - One-Touch Dialling
  - Abbreviated Dialling
  - Manual Number Dialling and press **START**
  - Directory Search Dialling and press **START**  
(For details, see pages 45 to 48.)

Ex: **01**

You can reserve sending an urgent document to a single station only.

A message "DIRECT XMT RESERVED" will be shown on the display.

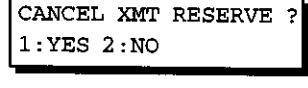
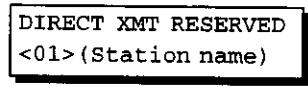


### To cancel the direct transmission reservation

- 1 Make sure the document is on the ADF.



- 2  and then remove the document from ADF.



# Sending Documents

## Redialling

### Automatic Redialling

If the line is busy or there is no answer, your machine will redial the number up to 3 times at 3 minutes interval. During that time, a message will appear as shown to the right.

A file number is shown at the upper right corner of the display if it is a memory transmission file.

WAIT TO DIAL NO.001  
(Telephone number)

### Manual Redialling

You can also redial the last dialed number manually by pressing the **REDIAL** key.

To redial the last dialed number through memory

1



Set document(s) face down.  
Make sure that the **MEMORY** lamp is on.

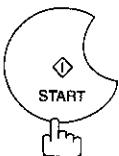
ENTER STATION(S)  
THEN PRESS START 00%

2



TEL. NO.  
5551234

3



The document is stored into memory with a file number.  
Then dials the last dialed number.

\* STORE \* NO.002  
PAGES=01 01%

To redial the last dialed number through ADF

1



Set document(s) face down.  
Make sure that the **MEMORY** lamp is off.

\* DIALLING \* NO.002  
5551234

2



Your machine starts to dial the last dialed number.

TEL. NO.  
5551234

\* DIALLING \*  
5551234



**Note:**

1. While the unit is displaying "WAIT TO DIAL", you can press **REDIAL** to start redialling immediately.
2. While the unit is displaying "DIALLING" and a message is heard through the monitor that the circuits are busy....., you can press **REDIAL** to start redialling immediately.

4

# ► Receiving Documents

## Reception Modes

You can select one of the four modes as shown below.

Conditions	Suggested Reception Mode (IN Mode)	Settings
You normally receive only voice calls.	Telephone Mode You can answer the incoming call via the handset or an External Telephone (Optional). If you receive a fax calling signal, simply press START to receive manually. (see page 61)	<p>① Fax Parameter No. 15 set to 1 : Tel</p> <p>② </p> <p>Lamp : OFF</p>
You receive both voice and fax calls.	Fax / Tel Auto Switching Mode (See Note 2) (IN Mode) Unit will answer the incoming call then distinguishes whether it is voice or fax call. If it is a fax call, the unit will receive automatically, if it is a voice call, the unit will signal (rings) through the speaker for your attention. (see page 62)	<p>① Fax Parameter No. 15 set to 2 : Fax / Tel SW.</p> <p>② </p> <p>Lamp : OFF</p>
You normally receive fax calls only.	Fax Mode (OUT Mode) Unit will receive the document automatically. All incoming calls (including a voice call) are answered by the fax machine. (see page 63)	<p>① Fax Parameter No. 16 set to 1 : Fax</p> <p>② </p> <p>Lamp : ON</p>
You receive both voice and fax calls. And a Telephone Answering Machine (TAM) is connected.	TAM Interface Mode (OUT Mode) The TAM answers the incoming call. During that time, the unit also monitors whether it is a voice call, the TAM continues to operate. If it is a fax call, the unit will automatically switch the line to fax and begin receiving document. (see page 65)	<p>① Fax Parameter No. 16 set to 2 : TAM I/F.</p> <p>② </p> <p>Lamp : ON</p>



**Note:**

1. Depending on the model of the Telephone Answering Machine (TAM) that is connected, some of the features may not be compatible with the your machine operating in the TAM Interface mode.
2. For some countries, this mode is not available because of the country's regulation and specification.

# Receiving Documents

## Telephone Mode

When your machine is set to this mode, your machine will not receive documents automatically. If you receive a fax call, follow the procedure below to receive documents manually.

### Setting the Telephone Mode

**1**

Change Fax Parameter No. 15 (IN MODE) to 1 : Tel. (see page 36)

**2**



08-OCT-1996 15:00  
RCV MODE=TEL 00%

Confirm that the lamp is OFF and the display is as shown to the right.

**4**

### Operation of Telephone Mode

**1**

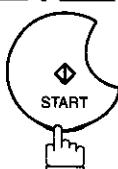
When your telephone rings, lift the fax handset or an extension phone.

If you hear a beep from the phone, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then...

**2**

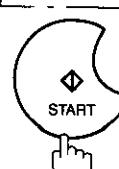
Remove the document from ADF, if any.

**3a**



If you answered the call using the fax handset, (See Note 1)

**3b**



If you answered the call on an Extension phone,

within 1 second on the telephone. (see Note)

Your machine will be activated remotely.

**4**

Hang up the phone.



**Note:**

1. If your machine does not have the handset, follow the step 3b.
2. This procedure is called "REMOTE RCV" and will only work on a touch tone phone. If your extension phone is not a touch tone phone, press **START** on the control panel of your fax machine.

# ► Receiving Documents

## Fax / Tel Auto Switching Mode

When your machine is set to this mode, your machine will switch to document reception or voice communication automatically.

### Setting the Fax / Tel Auto Switching Mode

**1** Change Fax Parameter No. 15 (IN MODE) to 2: Fax / Tel SW. (see page 36)

**2**



08-OCT-1996 15:00  
RCV MODE=FAX/TEL 00%

Confirm that the lamp is OFF and the display is as shown to the right.

### Operation of Fax / Tel Auto Switching Mode

**1** Your machine will answer the call when a call is received, then distinguish whether it is a voice or fax call.

**2a** **If it is a Fax call,**  
Your machine begins to receive the documents.

**If it is a Voice call,**

**2b** Your machine begins signal (ringing) through the machine's speaker for your attention. (see Note)

**3b** Lift fax handset and talk.  
or

Lift the handset of the extension phone and press **STOP** to talk.



**Note:** 1. The length of time the machine signals can be changed by Fax Parameter No.18 (OP CALL TIMER).  
2. To adjust the Ringer Volume refer to page 24.

# Receiving Documents

## Fax Mode

When your machine is set to this mode, it will immediately begin to receive documents automatically when a call is received.

### Setting the Fax Mode

**1** Change Fax Parameter No. 16 (OUT MODE) to 1: Fax. (see page 36)

**4**

**2**



Confirm that the lamp is ON and the display is as shown to the right.

08-OCT-1996 15:00  
00%

### Operation of Fax Mode

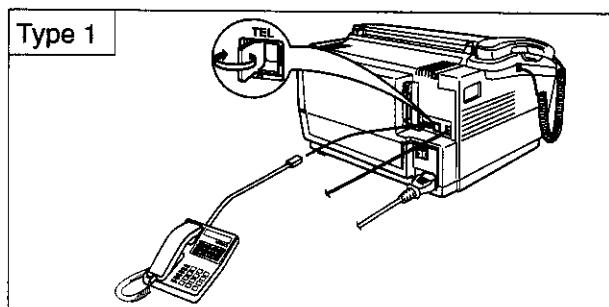
Your machine will begin receiving automatically when a fax call is received.

# ► Receiving Documents

## TAM (Telephone Answering Machine) Interface Mode

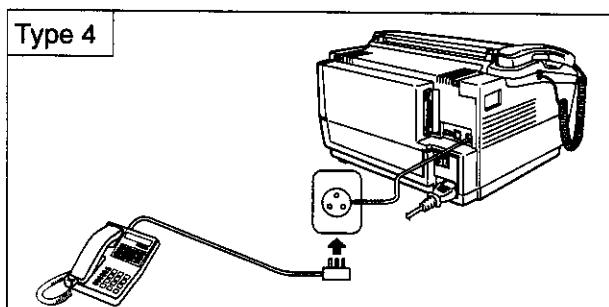
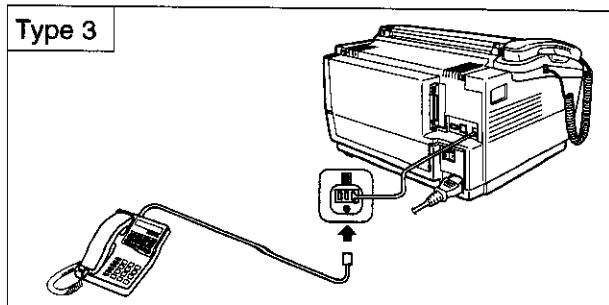
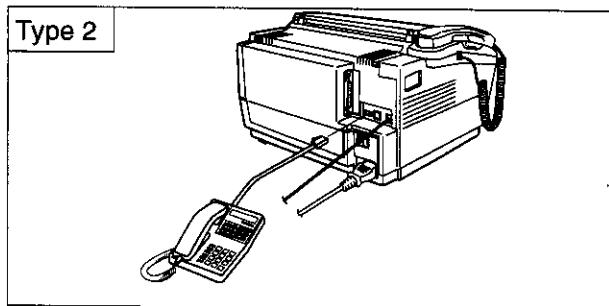
Your machine is equipped with a unique feature called TAM Interface which enables it to automatically switch a single telephone line either to Fax or TAM. You can connect most TAMs in the market to your machine and use your existing telephone line very efficiently. However, some TAMs may not be compatible with this machine. For the operation of your TAM, please refer to the User's Guide of the TAM.

### Installing your TAM



① Remove the telephone line cord of your TAM from the wall jack.

② Plug the telephone line cord of your TAM into the TEL jack on the rear of the fax machine as shown.



**Note:** The connection method for TAM may differ depending on the each country regulation. Please follow the appropriate method for your country among above methods (Type 1 to 4). For details, please ask to your local Panasonic dealer.

# Receiving Documents

## Setting the TAM Interface Mode

**1**

Change Fax Parameter No. 16 (OUT MODE) to 2: TAM I/F. (see page 36)

**2**



08-OCT-1996 15:00  
RCV MODE=FAX/TAM 00%

**4**

Confirm that the lamp is ON and the display is as shown to the right.

## Operation of TAM Interface Mode

**1**

When your TAM and Fax receives an incoming call, the TAM always answers the call first and then the TAM sends an OGM (Outgoing Message) recorded in your TAM to the calling station. During the time the TAM is answering the call, your fax machine will be monitoring the line to distinguish whether it is a voice or fax call.

**2a**

If it is **Fax call**,  
Your machine will switch the line to the fax and then begins to receive the documents immediately from the calling station.

**2b**

If it is **Voice call**,  
Your TAM continues to record a message (ICM) after sending out an OGM.

### Sample of OGM

Hello, this is Smith. Sorry I am unable to take your call. Please leave your message after the beep or if you are calling to send a fax, press the asterisk button twice on your touch tone phone now and start your machine. Thank you for calling.

### Silent Detection Mode

Enables your Fax machine to switch to the Fax Mode when receiving from units that do not send fax signal (short beep) and prevents your TAM from recording blank (long silence) incoming message.

To activate this feature,

1. Change Fax Parameter No. 20 (SILENT DET.) to 2 : Valid. (see page 36)
2. Set the time length of the OGM recorded in your TAM with the Fax Parameter No. 19 (OGM LENGTH). (see page 36)

*[We recommend to set the time length to 5 or 6 seconds longer than the actual time length of the OGM.]*

# ► Receiving Documents

## Print Reduction

This machine can use Letter, Legal or A4 size plain paper for recording. Sometimes, oversized documents sent to you by the other parties cannot be printed within a single page. When this occurs, the document will be divided into separate pages.

This machine is equipped with a Print Reduction function to solve this problem. You may select the most appropriate setting from the selections described below.

### 1. Automatic Reduction

Each page of a received document is first stored in memory. Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%) to print the entire document on a single page. If the received document is extremely long (over 35% longer than the recording paper), the document will be divided into separate pages and printed with no reduction.

#### **IMPORTANT !**

This mode requires the entire page to be received into memory first before printing. However, this mode is disabled automatically and fixed reduction mode will be used in the cases described below:

- a) Available memory is low
  - e.g. deferred transmission is stored in memory.
- b) Receiving documents with large amount of data
  - e.g. photo sent by halftone mode.

### 2. Fixed Reduction

You can predetermine the reduction ratio from 70% to 100% in 1% steps. The document(s) you received will be reduced to this ratio regardless of the size.

## Selecting the Print Reduction Mode

Set Fax Parameters as shown below. (see page 36)

1. To set Automatic Reduction mode.

- (1) No. 24 Print Reduction set to "Auto".

2. To set Fixed Reduction mode.

- (1) No. 24 Print Reduction set to "Fixed".

- (2) No. 25 Reduction Ratio set to any number between 70% through 100%. (see Note)

**Ex:** A4 to A4 – 96%

A4 to Letter – 90%

Letter to Letter – 96%

Legal to Letter – 75%



**Note:** If sending side is set to print the header on the outside of the copy area, more reduction ratio will be required.

# Receiving Documents

## Substitute Memory Reception

If the recording paper runs out, jams or if the ink runs out during reception, the machine automatically starts receiving document into its image data memory. Stored documents are printed automatically after replacing the recording paper or print cartridge.

**1** When the machine finishes the memory reception and there is no recording paper or ink, an Information Code appears on the display.

NO RECORDING PAPER  
INFO. CODE=010

OUT OF INK  
INFO. CODE=015

**2** Install the recording paper (see page 18) and press **START** or replace the print cartridge (see page 140).

The machine will automatically start printing the document stored in the memory.

\* PRINTING \*  
MEMORY RCV'D DOC

4



**Note:**

1. If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out.
2. If you wish to turn off the substitute reception function, change the setting of Fax Parameter No. 22 to "Invalid" (see page 36).

## ► Making Copies

Your machine has a copy function which can make single or multiple copies. When copying, your machine will automatically select Fine resolution.

**1**



Set document(s) face down.

ENTER STATION

00%

**2**



COPY ZOOM(▼▲)=100%  
NO. OF COPY=1

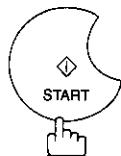
**3**

Enter the number of copies and press **▼** and **▲** key to set the zoom ratio in 1% step. (70% to 141%)

Ex: ① ① copies with 100% ratio

COPY ZOOM(▼▲)=100%  
NO. OF COPY=10

**4**



The machine stores the document, then prints the copies.

\* STORE \* NO.005  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 25%

\* COPY \*  
NO. OF COPY=01/10

# Timer Controlled Communications

You can send a document to one or multiple stations at any preset time within the next 24 hours. Up to 6 built-in timers can be set for deferred transmission and deferred polling.

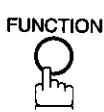
## Deferred Transmission

1



Set document(s) face down.

2

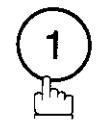


ENTER STATION  
00%

5

DEFERRED COMM. NO. =  
1:XMT 2:POLLING

3



DEFERRED XMT  
START TIME : :

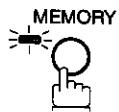
4

Enter the start time from the keypad.  
(Use a 4-digit, 24-hour clock)

Ex: ②③③① (11:30 p.m.) and **SET**

ENTER STATION  
THEN PRESS START

5



(See Note 2)

ENTER STATION(S)  
THEN PRESS START

6

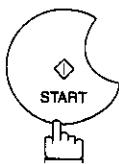
Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press **SET** after each station is entered (Up to 12 stations)
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

Ex: 01

<01>(Station name)  
5551234

7



to store documents into the memory.

\* STORE \* NO.002  
PAGES=01 05%

\* STORE \* COMPLETED  
TOTAL PAGES=05 30%



**Note:**

1. If you enter a wrong number in Step 4, press **CLEAR** then re-enter the right number.
2. When you reserve a deferred transmission without storing document into memory, the following message will be shown on the display after pressing **START** in the last step.

DEF DIRECT XMT RSV'D  
<01>(Station name)

3. To change or cancel the Deferred Communication settings, see page 79.

# ► Timer Controlled Communications

## Deferred Polling

**1**

FUNCTION



**1**



DEFERRED COMM. NO. =   
1 : XMT 2 : POLLING

**2**



DEFERRED POLLING  
PASSWORD = **XXXX**

**3**

Enter a 4-digit polling password.

**Ex:** **9 8 7 6** and **SET**

DEFERRED POLLING  
START TIME **:**

**4**

Enter the start time from the keypad.  
(Use a 4-digit, 24-hour clock)

**Ex:** **0 3 3 0** (3:30 a.m.) and **SET**

ENTER STATION(S)  
THEN PRESS START

**5**

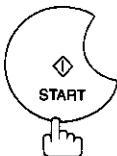
Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press **SET** after each station is entered (Up to 12 stations)
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

**Ex:** **01**

**<01>(Station name)**  
**5551234**

**6**



**\* STORE \*      NO. 001**



**Note:** 1. If you enter a wrong number in Step 3, press **CLEAR**, then re-enter the right number.  
2. To change or cancel the Deferred Communication settings, see page 79.

# Polling

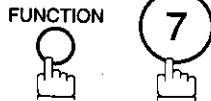
Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document set on the ADF or stored in the memory. You may need to set a polling password, shared by the other station, to ensure security.

## Setting Polling Password

If the polling password does not match with the polled station, your polling request will be refused automatically.

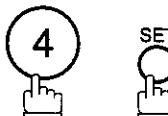
To set the polling password, follow the steps below.

1



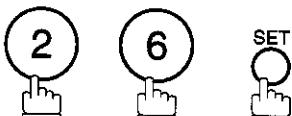
SET MODE (1-8)  
ENTER NO. OR V A

2



FAX PARAMETER (01-99)  
NO. =

3



26 POLLING PASSWORD  
|||||

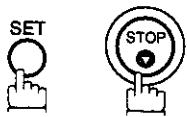
4

Enter a 4-digit polling password.

Ex: ①②③④

26 POLLING PASSWORD  
1234

5



**Note:**

1. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.
2. If a password is not set in the polled station, you may poll the other station even though your machine has a password.

# ► Polling

## Preparing to be Polled

In order to let other stations poll your machine, you must prepare your machine with a document stored in memory. Be sure to set the polling password before storing the document into memory. After being polled, the documents stored in the memory will be erased automatically.

**1**



Set document(s) face down.

ENTER STATION

00%

**2**

FUNCTION

**3**



POLLING NO. =  
1: POLLING 2: POLLED

**3**



POLLED  
PASSWORD=1234

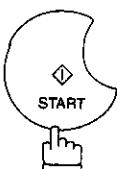
**4**

Enter a 4-digit polling password. (see Note 3)

Ex: ④③②①

POLLED  
PASSWORD=4321

**5**



The document(s) will be stored into memory.

\* STORE \* NO.015  
PAGES=01 01%

\* STORE \* COMPLETED  
TOTAL PAGES=05 24%



**Note:**

1. You can still send or receive documents even when set to be polled.
2. Only 1 polled file can be stored in memory.
3. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

# Polling

## To Poll Documents from Another Station

The following procedure lets you poll a document from one or multiple stations. Be sure to set the polling password before polling (see page 71).

**1**

FUNCTION  


**3**  


POLLING NO. =  
1: POLLING 2: POLLED

**2**

**1**  


POLLING  
PASSWORD=1234

**3**

Enter a 4-digit polling password. (see Note 2)

Ex: **1 1 1 1**

POLLING  
PASSWORD=1111

**4**

SET  


POLLING  
ENTER STATION(S)

**5**

Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling, press **SET** after each station is entered (Up to 12 stations)
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

Ex: **01**

**6**



<01> (Station name)  
5551234

\* STORE \* NO. 001



**Note:**

1. You can review the entered stations in step 4 by pressing **▼** or **▲** key, press **CLEAR** to erase the displayed station as needed.
2. If you have set the polling password in Fax Parameter No. 26, the password will appear on the display. You can still change the password temporarily by overwriting it with a new one.

# ► Program Keys

Your fax machine has special Program Keys. These keys are useful if you frequently need to send or poll the same group of stations. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, an additional One-Touch key or a One-Touch group key.

## Setting for Deferred Transmission

### To set a Program Key for deferred transmission

**1**

FUNCTION  

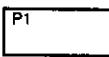

 7  


 3  


SET  


PROGRAM [P ]  
PRESS PROGRAM KEY

**2**

Ex: 

PROGRAM [P1] NO. =   
1: PROG 2: ONE-TOUCH

**3**

 1  


 1  


 1  


PROGRAM [P1]  
START TIME  :

**4**

Enter the starting time using 4 digits.

Ex: ②③③① (11:30 p.m.) and 

ENTER STATION(S)  
THEN PRESS START

**5**

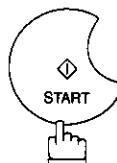
Enter the station numbers by using One-Touch Key, or  
 and a 2-digit code.

Ex: 

<01> (Station name)  
5551234

You may use the  or  keys to review the entered station(s) before going to next step. If you find an error, press  to erase the displayed station.

**6**



PROGRAM [P1] NAME 

**7**

Enter the station name (up to 15 character) using the  
Character keys (see page 11).

Ex: PROG.A and 

PROGRAM [P ]  
PRESS PROGRAM KEY

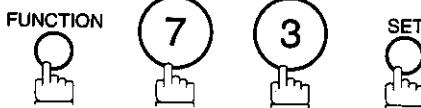
You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
.

# Program Keys ◀

## Setting for Normal Polling

To set a Program Key for normal polling

**1**



PROGRAM[P ]  
PRESS PROGRAM KEY

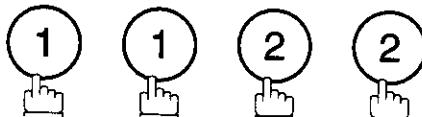
**2**

Ex:

**5**

PROGRAM[P1] NO.=  
1:PROG 2:ONE-TOUCH

**3**



POLLING  
PASSWORD=||||

**4**

Enter a 4-digit polling password.

Ex:  and

The polling password appears if it has been previously set.

ENTER STATION(S)  
THEN PRESS START

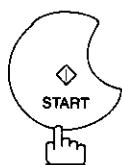
**5**

Enter the station numbers by using One-Touch Key, or  
 and a 2-digit code.

Ex:

<01>(Station name)  
5551234

**6**



PROGRAM[P1] NAME

**7**

Enter the station name (up to 15 character) using the  
Character keys (see page 11).

Ex: PROG.A and

You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
.

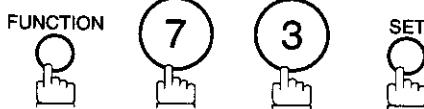
PROGRAM[P ]  
PRESS PROGRAM KEY

# ► Program Keys

## Setting for Deferred Polling

To set a Program Key for deferred polling

**1**



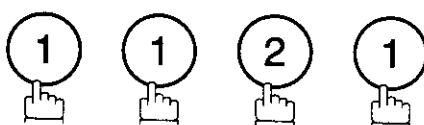
PROGRAM[P ]  
PRESS PROGRAM KEY

**2**

Ex:

PROGRAM[P1] NO.=  
1:PROG 2:ONE-TOUCH

**3**



DEFERRED POLLING  
PASSWORD=||||

**4**

Enter a 4-digit polling password.  
Ex: 1 1 1 1 and

The polling password appears if it has been previously set.

PROGRAM[P1]  
START TIME :

**5**

Enter the starting time.  
Ex: 2 2 0 0 (10:00p.m.) and

ENTER STATION(S)  
THEN PRESS START

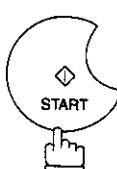
**6**

Enter the station numbers by using One-Touch Key, or  
 and a 2-digit code.

Ex:

<01>(Station name)  
5551234

**7**



PROGRAM[P1] NAME

**8**

Enter the station name (up to 15 character) using the  
Character keys (see page 11).  
Ex: PROG.A and

PROGRAM[P ]  
PRESS PROGRAM KEY

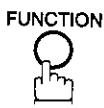
You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
.

# Program Keys ◀

## Setting for Group Dialling

To set a Program Key for Group Dialling

**1**



PROGRAM[P]  
PRESS PROGRAM KEY

**2**

Ex:

PROGRAM[P1] NO.=  
1:PROG 2:ONE-TOUCH

**3**



ENTER STATION(S)  
THEN PRESS START

**4**

Enter the station numbers by using One-Touch Key, or  
**ABBR** and 2-digit code.

Ex:  and

ABBR

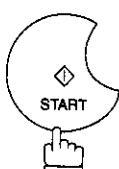
**1**

**0**

<01>(Station name)  
5551234

[10] (Station name)  
5553456

**5**



PROGRAM[P1] NAME

**6**

Enter the station name (up to 15 character) using the  
Character keys (see page 11).

Ex: PROG.A and

PROGRAM[P]  
PRESS PROGRAM KEY

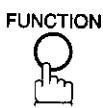
You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
**STOP**.

# ► Program Keys

## Setting for One-Touch Key

### To set a Program Key for One-Touch Key

**1**



PROGRAM [P ]  
PRESS PROGRAM KEY

**2**

Ex:

PROGRAM [P1] NO.=  
1: PROG 2: ONE-TOUCH

**3**



[P1]  
ENTER TEL. NO.

**4**

Enter a telephone number (up to 36 digits including  
pauses and spaces).

Ex: 9 **PAUSE** 5 5 5 **SPACE**  
1 2 3 4

[P1]  
9-555 1234

**5**



[P1] ENTER NAME  
9-555 1234

**6**

Enter the station name (up to 15 character) using the  
Character keys (see page 11).

Ex: PROG.A and **SET**

PROGRAM [P ]  
PRESS PROGRAM KEY

You can now set other Program Keys by repeating the  
procedures from Step 2, or return to standby by pressing  
**STOP**.

# Program Keys

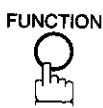
## Changing or Erasing Program Key Settings

To change the settings in a Program Key, follow the procedure on setting Program Keys on pages 74 to 78.

- Start time or station(s) for deferred transmission
- Station(s) for normal polling
- Start time or station(s) for deferred polling
- Station(s) for group dialling
- Telephone number and station name for One-Touch key

### To erase the settings in a Program Key

**1**



SET MODE (1-8)  
ENTER NO. OR V ▲

**2**



PROGRAM[P ]  
PRESS PROGRAM KEY

**3**

Press the Program key you want to erase.

Ex:

PROGRAM[P1] NO.=1  
1:PROG 2:ONE-TOUCH

**4**



PROGRAM[P1] NO.=1  
1:PROG 2:ONE-TOUCH

**5**



PROGRAM[P ]  
PRESS PROGRAM KEY

You can now erase other Program Keys by repeating the procedures from Step 3, or return to standby by pressing **STOP**.

**5**

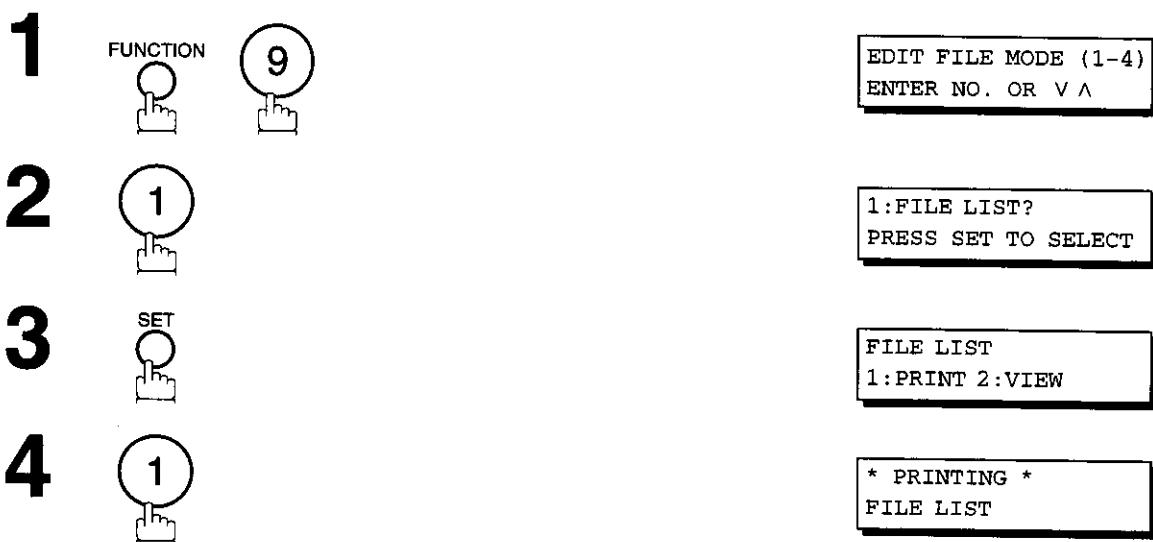
# ► Edit File Mode

Your machine has a document image memory which enables you to reserve memory transmission, memory deferred transmission, memory polling and so on.

After reserving the communications in memory, you may need to change the settings of the communications while it is still in memory. This section describes how to use the file editing features.

## Printing a File List

The contents of the communication settings may have to be modified or deleted. To verify the contents, follow these steps below to print out a file list.



## Sample File List

***** -FILE LIST- ***** DATE 08-OCT-1996 ***** TIME 15:00 *** P.01					
(1)	(2)	(3)	(4)	(5)	(6)
FILE No.	COMM.	TYPE	CREATED TIME	START TIME	PAGES DESTINATION(S)
001	DEFERRED	XMT	08-OCT 13:20	20:30	[01]
002	MEM. DEF.	XMT	08-OCT 13:20	22:30	003 [11] [12] [13] [16] [17]

-PANASONIC-

\*\*\*\*\* -HEAD OFFICE - \*\*\*\*\* 201 555 1212- \*\*\*\*\*

## Explanation of Contents

(1) File number	:If the file is now being executed, a "*" is indicated on the left of the file number.
(2) Communication type	
(3) Stored date/time	:Date/time that these files were stored.
(4) Executing time	:If the file is Timer Controlled Communication, the start time is printed in this column.
(5) Number of stored page(s)	
(6) Destination	:ABBR. No./One-Touch No./Manual Dialling No.

# Edit File Mode

## Viewing the Contents of a File List

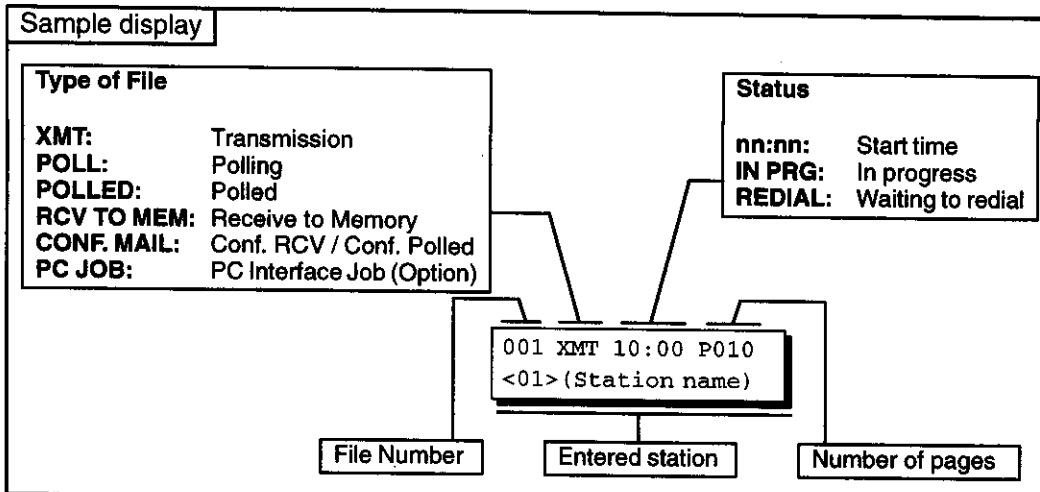
You can also verify the contents of a file list by showing it on the display without printing a file list, follow the steps below.



**5**

V or ^

repeatedly until the display shows a file you want to edit.

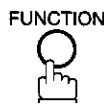


# ► Edit File Mode

## Changing the Start Time or the Station of a File

To change the start time and/or stations in a communication file, follow the steps below.

**1**



EDIT FILE MODE (1-4)  
ENTER NO. OR V A

**2**



ENTER FILE NO. OR V A  
FILE NO. =

**3**

Enter the file number or use  or  to select the file that you want to change.

Ex:  0  0  1

ENTER FILE NO. OR V A  
FILE NO.=001

**4**



(See Note 2)

DEFERRED XMT  
START TIME 20:30

**5**

Enter a new start time.

Ex:  0  6  0  0 (6:00 AM)

(If you do not have to change the time, skip to step 6.)

DEFERRED XMT  
START TIME 06:00

**6**



TEL. NO.  
5551234

## Edit File Mode ◀

7

To delete the station(s), press **▼** or **▲** key until the station you want to delete appears. Then press **CLEAR**.

or

ENTER STATION(S)  
THEN PRESS START

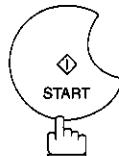
Enter the station(s) you want to add.

Ex: **01** 

1 STN(S) ARE SET  
ADD MORE OR START

5

8



**Note:** 1. Your machine cannot change the start time and/or stations in the file while it is being sent or waiting to redial.

2. If the file is not a Deferred Communication File, the following message is shown on the display.

SET DEFERRED COMM.?  
1:YES 2:NO

Press **①** to change the type of the file for deferred communication file.

# ► Edit File Mode

## Deleting a File

To delete the file in memory, follow the steps below.

**1**

FUNCTION  


**9**  


EDIT FILE MODE (1-4)  
ENTER NO. OR V A

**2**

**3**  


SET  


ENTER FILE NO. OR V A  
FILE NO. = 

**3**

Enter the file number or use **V** or **A** to select the file that you want to delete.

Ex: **0 0 1** (see Note 2)

ENTER FILE NO. OR V A  
FILE NO. = 001

**4**

SET  


DELETE FILE NO. 001?  
1: YES 2: NO

**5**

**1**  


Enter the next file number you want to delete or press **STOP** to return to standby.

\* DELETING \*  
FILE NO. = 001

ENTER FILE NO. OR V A  
FILE NO. = 



**Note:** 1. Your machine cannot delete the file while it is being sent.

2. Enter **\*\* \* \*** as the file number and press **SET** to delete all files (except the file in progress). The following message is shown on the display.

DELETE ALL FILES ?  
1: YES 2: NO

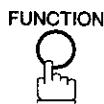
Press **①** to delete all files.

## Edit File Mode ◀

### Printing Out a File

To print the contents of the communication file, follow the steps below.

**1**



EDIT FILE MODE (1-4)  
ENTER NO. OR V A

**2**



ENTER FILE NO. OR V A  
FILE NO.=

**3**

Enter the file number or use **▼** or **▲** to select the file that you want to print.

**Ex:** 0 0 1

ENTER FILE NO. OR V A  
FILE NO.=001

**4**



Your machine will print the file. The document(s) will remain in memory even after printing of the file.

\* PRINTING \*  
PAGE=001/003



**Note:** Your machine cannot print the file while it is being sent.

# ► Fax Access Code

The Fax Access Code prevents an unauthorized user from operating the machine. Once a 4-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.

## Setting the Fax Access Code



**!** Note: To erase the Fax Access Code, enter Access Code and press **SET** and follow the procedure above to step 3, then press **CLEAR**, **SET** and **STOP**.

## Operating Your Machine with Fax Access Code



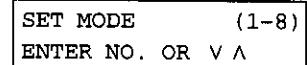
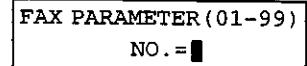
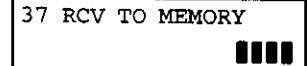
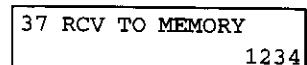
Now you can operate the machine using normal procedures.

08-OCT-1996 15:00  
00%

# Receive To Memory ◀

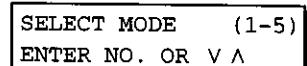
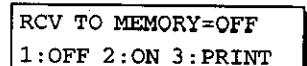
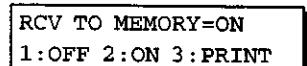
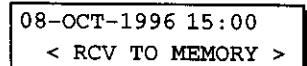
This feature is used to secure all received documents by storing them into the memory. To print out the document from memory, the authorized operator must enter the correct password.

## Setting the RCV To Memory Password

- 1   
- 2   
- 3    
- 4 Enter a 4-digit RCV to Memory Password.  
Ex: ①②③④ 
- 5  

5  
=

## Setting RCV To Memory

- 1   
- 2   
- 3   
- 4  



**Note:**

1. When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in the memory.
2. We recommend that optional memory be installed when this function is used. See page 149 for Image Memory Capacity.

# ► Receive To Memory

## Printing Out Documents

After receiving a document with Receive To Memory feature, the following message will appear on the display.

MESSAGE IN MEMORY  
< RCV TO MEMORY >

To print the document, follow these steps below.

**1**

FUNCTION  


**8**  


SELECT MODE (1-5)  
ENTER NO. OR V ^

**2**

**5**  


SET  


RCV TO MEMORY=ON  
1:OFF 2:ON 3:PRINT

**3**

**3**  


RCV TO MEMORY=PRINT  
1:OFF 2:ON 3:PRINT

**4**

SET  


INPUT PASSWORD  


**5**

Enter the password to print the documents.  
(see Note 1)

Ex: ①②③④

INPUT PASSWORD  
1234

**6**

SET  


Machine will start to print the documents.

\* PRINTING \*  
MEMORY RCV'D DOC



**Note:** 1. If the password has not been set, your machine will not prompt you to enter the password.

The documents will be printed immediately after pressing **SET** in step 4.

2. Once you set RCV TO MEMORY feature to On, the password cannot be changed (Fax Parameter No. 37 will not be shown on the LCD display). If you wish to change the password, set RCV TO MEMORY feature to Off first. Then change the password (see page 87).

# Distinctive Ring Detector (DRD) ◀

This function is only effective for companies in countries which offer the DRD Service.

Your machine has a special feature in conjunction with an optional service provided by many local telephone companies. It can distinguish up to 2 telephone numbers with a corresponding ring pattern identifying each number. "DRD" lets you provide multiple phone numbers, one for your fax, business or personal use with only one single phone line.

Please check with your local telephone company on the availability of this service in your area.

Your machine can be programmed to respond to the specified ring pattern only for the DRD Service. To enable your machine to detect the ring pattern only for fax communication, change the setting of Fax Parameter No. 30 (see page 37).

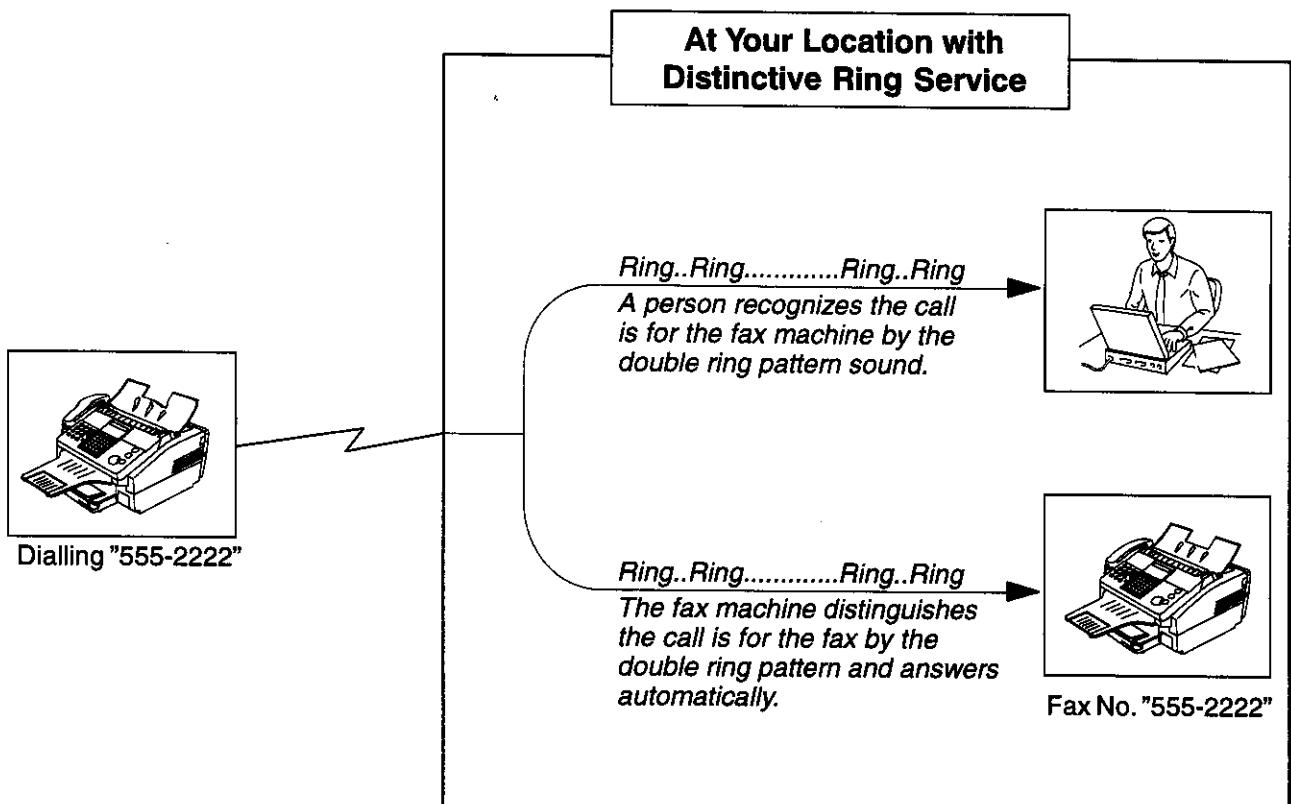
The following table shows a typical example with 2 telephone numbers on a single phone line.

Telephone No.	Usage	Distinctive Ring Sound	Ring Pattern
555-1111	Phone	<i>Riiing.....Riiing.....</i>	Standard Ring
555-2222	Fax	<i>Ring...Ring.....Ring...Ring.....</i>	Double Ring



*Note: "Riiing" means a long ringing sound and "Ring" means a short ringing sound.*

The following illustration shows a typical set up, with your machine set to detect "double ring" pattern.



This page is intentionally left blank.

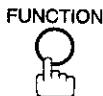
# Selective Reception

Your machine has a special feature, Selective Reception, which can prevent the receiving of unnecessary documents (i.e. junk fax, direct mail, etc.).

Before receiving the document, the last 4 digits of the ID Number received from the sending machine will be compared with the last 4 digits of the telephone number programmed in each One-Touch or Abbreviated station. When a match is found, your machine will start receiving the document. If a match is not found, your machine will cancel the reception and an Information Code 406 will be recorded on the Journal.

## Setting the Selective Reception

**1**



SET MODE (1-8)  
ENTER NO. OR V A

**2**



FAX PARAMETER (01-99)  
NO. =

**3**



46 SELECT RCV  
1: INVALID

**4**



46 SELECT RCV  
2: VALID

**5**



**Note:**

1. When the Selective Reception is set, your machine can receive from only those stations which are programmed in the built-in auto-dialer.
2. If your ID number has not been set, your machine might not be able to receive from some models. To set your ID number, see page 28.

**6**

# ► Confidential Mailbox and Confidential Network Communications

Your machine is equipped with two Confidential Communication features which ensure that the Confidential information you send is received by only the person with the correct confidential code.

## Confidential Mailbox

The confidential mailbox feature can be used as a mailbox to communicate with other compatible models using a 4-digit confidential code. The Confidential Mailbox feature receives document(s) with a confidential code into memory. These documents can only be printed by the person who has the correct confidential code.

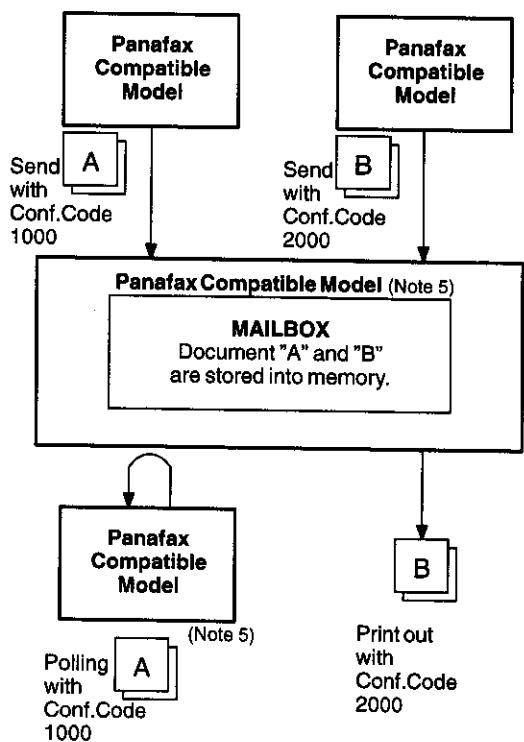


Figure 1: Confidential Mailbox

## Compatibility with Other Machines

Table 1 shows a list of compatible Panafax model which has the Confidential Mailbox feature. It also shows whether or not special settings are required.

Table 1: Confidential Mailbox Requirement

Compatible Model	Special Settings			
UF-280M	UF-342	UF-744	UF-766	
UF-312	UF-550	UF-745	UF-788	
UF-322	UF-733	UF-755		Not Required.



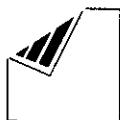
**Note:**

1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
2. Up to 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 different confidential codes.
3. If the memory overflows, the machine will stop receiving and release the line.
4. We recommend that optional memory be installed when this function is used. See page 149 for Image Memory Capacity.
5. If a confidential faxes was received in the mailbox of UF-733, you cannot poll those document. The UF-733 is designed to print out the received confidential document locally only.

## Confidential Mailbox and Confidential Network Communications

### Sending a Confidential Document to a Remote Station's Mailbox

1

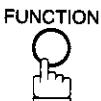


Set document(s) face down.

ENTER STATION

00%

2



FUNCTION

5

CONF. COMM. (1-5)  
ENTER NO. OR V A

3



1

SET

CONFIDENTIAL XMT  
CONF. CODE=||||

4

Enter a 4-digit Confidential Code.

Ex: ②②③③

CONFIDENTIAL XMT  
CONF. CODE=2233

5



SET

ENTER STATION  
THEN PRESS START

6

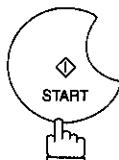
Dial by any one of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex: 01

<01> (Station name)  
5551234

7



If necessary, inform the receiving person and tell them the Confidential Code.



**Note:** If the receiving station has a Network Password, you must set the same password, shared by the receiving station, to send confidential fax. (see page 101 and 102)

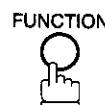
6

## ► Confidential Mailbox and Confidential Network Communications

### Polling a Confidential Document from a Remote Station's Mailbox

After you have been informed that someone has transmitted a confidential document to a remote station's mailbox, you can poll the confidential document from the remote station in the following way.

**1**



CONF. COMM. (1-5)  
ENTER NO. OR V A

**2**



CONFIDENTIAL POLL  
CONF. CODE=

**3**

Enter a 4-digit Confidential Code.

Ex:

CONFIDENTIAL POLL  
CONF. CODE=2233

**4**



ENTER STATION  
THEN PRESS START

**5**

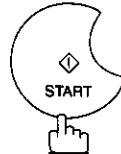
Dial by any one of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Manual Number Dialling
- Directory Search Dialling

Ex:

<01> (Station name)  
5551234

**6**



**Note:** The confidential file will be erased automatically at the center station after being polled.

# Confidential Mailbox and Confidential Network Communications

## Receiving a Confidential Document to Your Machine's Mailbox

No special setting is required, your machine comes with this feature ready to use. Your machine receives a confidential fax the same way it receives a normal fax message. When receiving the confidential fax, the display shows the following message and prints out CONF. RCV REPORT.

MESSAGE IN MAIL BOX

### Sample CONF. RCV Report

*****	-CONF. RCV REPORT-	*****	DATE 08-OCT-1996	*****	TIME 12:00	*****	P.01
** NOTICE OF CONFIDENTIAL DOCUMENT HELD **							
(1)	(2)	(3)	(4)				
FILE NO.	RECEIVED FROM	PAGES	TIME RECEIVED				
040	PANA FAX	001	08-DEC 12:00				
-PANASONIC							
*****	-HEAD OFFICE	*****	-	201 555 1212-	*****	*****	*****

6

### Explanation of Contents

- (1) File number :001 to 255
- (2) Received remote station's ID :Character ID or Numeric ID
- (3) Number of pages received
- (4) Received time



**Note:**

- 1. If your machine receives two confidential faxes with same confidential code, both documents are stored together in the same confidential mailbox.
- 2. Up to 7 Mailbox files can be stored in memory. So, you can receive the confidential fax using 7 different confidential codes.
- 3. If the memory overflows, the machine will stop receiving and release the line.
- 4. You can verify whether the unit has received a confidential fax by printing out the File List (see page 80).

## ► Confidential Mailbox and Confidential Network Communications

### Storing a Confidential Document in Your Machine's Mailbox

Use the following procedure to store a document in a confidential mailbox in your machine. Once the confidential document is stored in your machine, it can be polled by the other machine.

**1**

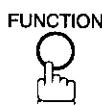


Set document(s) face down.

ENTER STATION

00%

**2**



**5**



CONF. COMM. (1-5)  
ENTER NO. OR V A

**3**



**SET**



CONFIDENTIAL POLLED  
CONF. CODE=■■■■

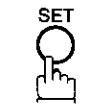
**4**

Enter a 4-digit Confidential Code.

Ex: ②②③③

CONFIDENTIAL POLLED  
CONF. CODE=2233

**5**



The document will be stored into memory.

If necessary, inform the receiving party of the confidential document and tell them the confidential code needed to poll the document.

\* STORE \* NO. 002  
PAGES=01 01%



**Note:** The confidential file will be erased automatically after being polled.

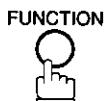
If you wish to retain the confidential file even after being polled, change the setting of Fax Parameter No. 42 (CONF. POLLED FILE SAVE) to "Valid".

## Confidential Mailbox and Confidential Network Communications

### Printing Out a Confidential Document from Your Machine's Mailbox

After you have been notified that someone has transmitted a confidential document to your machine's mailbox, use the following procedure to print out the confidential document.

**1**



CONF. COMM. (1-5)  
ENTER NO. OR V A

**2**



PRINT CONF. FILE  
CONF. CODE=|||||

**6**

**3**

Enter Confidential Code of the document you want to print out.

Ex: ②②③③

PRINT CONF. FILE  
CONF. CODE=2233

**4**



\* PRINTING \*  
PAGE=001/001

The machine will print out the confidential documents.



**Note:** The confidential file will be erased automatically after being printed out even if the setting of Fax Parameter No. 42 (CONF. POLLED FILE SAVE) is changed to "Valid".

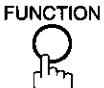
## ► Confidential Mailbox and Confidential Network Communications

### Deleting a Confidential Document Stored in Your Machine's Mailbox

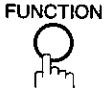
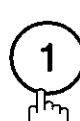
If your memory becomes full, or you just want to clean out your confidential document, you may delete one or more confidential fax stored in your machine using the following procedure.

There are two type of confidential file deletion, one is to delete file by Confidential Code, and others is to delete all confidential files in memory.

#### To delete file using Confidential Code

- 1**   CONF. COMM. (1-5)  
ENTER NO. OR V A
- 2**   DELETE CONF. FILE  
CONF. CODE= 
- 3** Enter a 4-digit Confidential Code.  
Ex:     DELETE CONF. FILE  
CONF. CODE=2233
- 4**  \* DELETING \*  
CONF. CODE=2233

#### To delete all confidential file in memory

- 1**   CONF. COMM. (1-5)  
ENTER NO. OR V A
- 2**   DELETE CONF. FILE  
CONF. CODE= 
- 3**  DELETE ALL CONF.  
FILES? 1:YES 2:NO
- 4**  \* DELETING \*  
ALL CONF. FILES

## Confidential Mailbox and Confidential Network Communications

### Confidential Network Communications (Via a Center Station)

The Confidential Network Communication requires a Center Station such as a UF-650 to communicate with other Panafax models which have confidential communication features. First the Initial Sending Station sends a confidential document to the Center Station together with a Confidential Code. The document will remain in the center station's memory until polled by End Receiving Station. In the example given in figure 2, the End Receiving Station must know the Confidential code attached to the document.

6

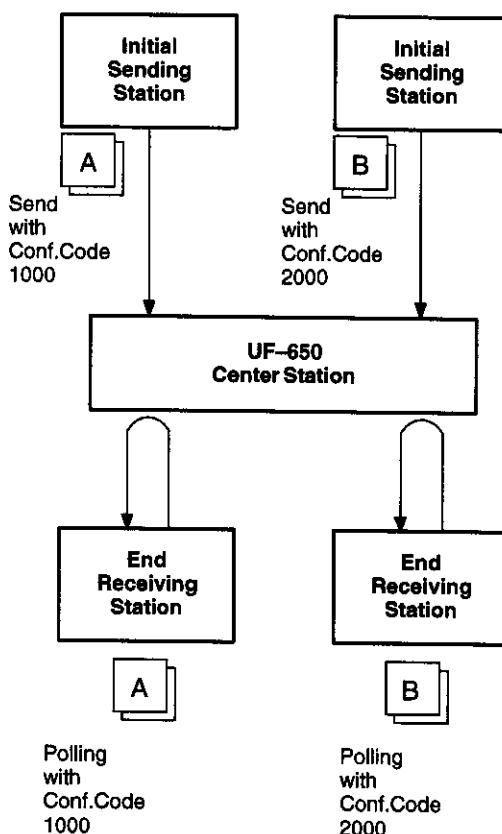


Figure 2: Sending Confidential Faxes via Center Station

If a UF-650 or UF-620 is the Center Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If a UF-640 is the Center Station, you cannot add a fax to the file which has the same Confidential Code attached with a file already stored in the memory. Whichever station you use, you can create more than one file, each with a different Confidential Code.

The stored confidential document will be available to be polled by the end receiving station.

Once you have polled or printed the confidential document from the Center Station, the document is automatically erased from the Center Station's memory.

## ► Confidential Mailbox and Confidential Network Communications

### Compatibility with Other Machines

Table 1 shows how your machine fits in with the compatibility requirements of the different kinds of facsimile stations which make up a Network for Confidential Communications. It also shows whether or not special settings are required.

**Table 1: Confidential Communication Requirement**

Station	Compatible Model	Special Settings
Initial Sending Station	Panafax 145, Panafax 155, UF-140, UF-150, UF-160, UF-160M, UF-170, PD-170E, UF-250, UF-260, UF-270, UF-270M, UF-280M, UF-300, UF-312, UF-322, UF-342, UF-550, UF-620, UF-640, UF-650, UF-733, UF-744, UF-745, UF-750, UF-750D, UF-755, UF-766, UF-788	
Confidential Center Station	UF-620, UF-640, UF-650	Required. Please refer to the individual User's Guides of each machine.
End Receiving Station	Panafax 145, Panafax 155, UF-140, UF-150, UF-160, UF-160M, UF-170, PD-170E, UF-250, UF-260, UF-270, UF-270M, UF-280M, UF-300, UF-312, UF-322, UF-342, UF-550, UF-620, UF-640, UF-650, UF-733, UF-744, UF-745, UF-750, UF-750D, UF-755, UF-766, UF-788	

### Setting Up Your Machine for Confidential Network Communications

To use Confidential Communications, you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

#### 1. Confidential Communication Fax Parameter

This switches the Confidential Communications function to Invalid/Valid.

#### 2. Own Telephone Number

The full telephone number should be entered.

#### 3. Network Password and Polling Password

You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

#### 4. Confidential Code

A 4-digit code must be assigned to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

## Confidential Mailbox and Confidential Network Communications

To set the Fax Parameter for Confidential Network Communication

**1**

FUNCTION



7



SET MODE (1-8)  
ENTER NO. OR V A

**2**



FAX PARAMETER (01-99)  
NO. =

**3**



41 CONF. FAX PARA.  
1 : INVALID

**4**



41 CONF. FAX PARA.  
2 : VALID

**5**



**6**

## ► Confidential Mailbox and Confidential Network Communications

To set your own Telephone Number and Network Password

**1**

FUNCTION



7



SET MODE (1-8)  
ENTER NO. OR V A

**2**

5

SET



OWN TELEPHONE NO.



**3**

Enter your telephone number (max. 36 digits).

Ex: ① [SPACE] ② ① ② [SPACE]  
① ① ① [SPACE] ① ② ③ ④

OWN TELEPHONE NO.  
1 212 111 1234

**4**



NETWORK PASSWORD



**5**

Enter a 4-digit Network Password.

Ex: ⑨ ⑨ ⑨ ⑨

NETWORK PASSWORD  
9999

**6**



OWN TELEPHONE NO.  
1 212 111 1234

**7**



# Relayed Transmission

6

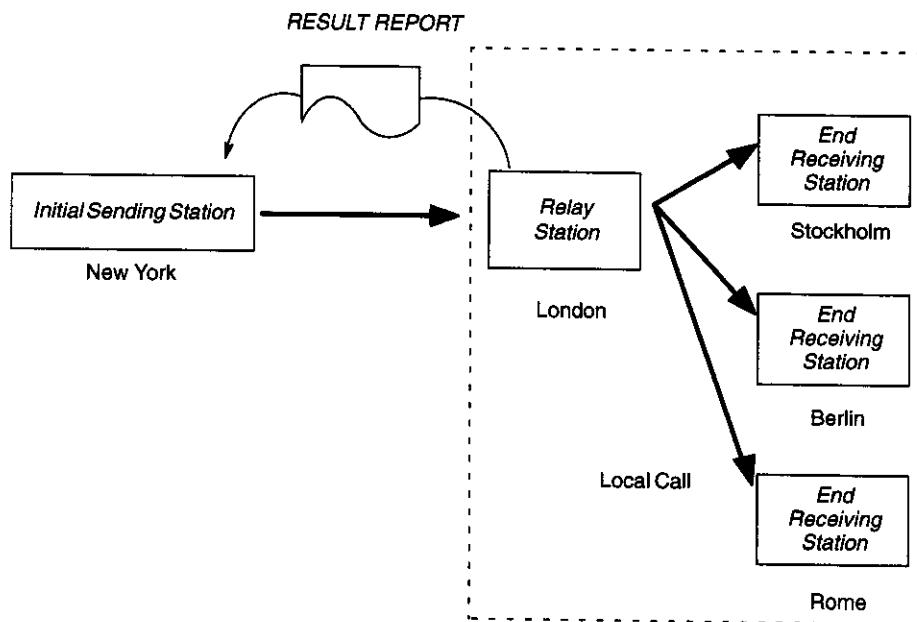
## General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station". That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s).

The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

### Example:



## Compatibility with Other Machines

Table 1 shows the kind of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that your machine can serve as an Initial Sending Station or End Receiving Station.

Table 1: Relay Network Compatibility Requirements

Station	Compatible Model			Special Settings
Initial Sending Station	UF-150	UF-312	UF-750	Required. Please refer to the individual User's Guides of each machine.
	UF-160	UF-322	UF-750D	
	UF-160M	UF-342	UF-755	
	UF-170	UF-550	UF-766	
	UF-250	UF-620	UF-788	
	UF-260	UF-640		
	UF-270	UF-650		
	UF-270M	UF-733		
	UF-280M	UF-744		
	UF-300	UF-745		
Relay Station	UF-620	UF-650	UF-640	UF-M500
End Receiving Station	ITU-T/CCITT G3 Compatible machines			Not required.

# ► Relayed Transmission

## Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since your machine can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the set up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown in figure 1.

Figure 1 shows a sample network as seen from New York. London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Berlin, Rome, Tokyo, Hong Kong, Wellington and Sydney are End Receiving Stations.

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT Parameter you preset.

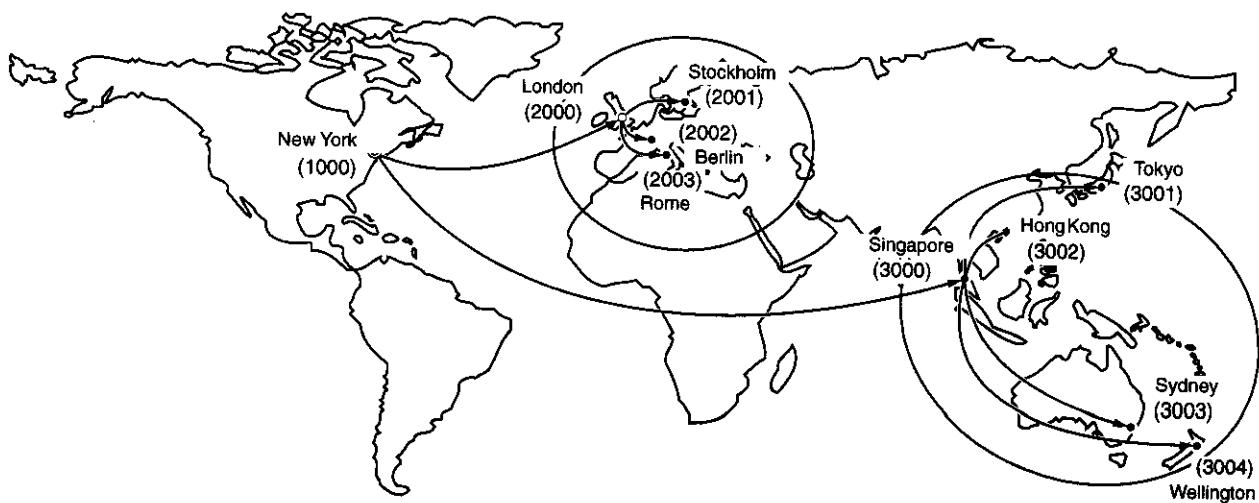


Figure 1: Sample Network

# Relayed Transmission

6

Table 2, 3 and 4 are sample settings for a Sample Network.

**Table 2: Sample Parameter and Abbreviated Dialling Number Table for New York**

Telephone Number : 212 111 1234  
 Network Address : 1000  
 Relay Address : 10

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	London	44 71 111 1234	20	Yes	2000	Direct
02	Stockholm	46 8 111 1234	20	No	2001	Direct
03	Berlin	49 611 111 1234	20	No	2002	Direct
04	Rome	39 6 111 1234	20	No	2003	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 3: Sample Parameter and Abbreviated Dialling Number Table for London**

Telephone Number : 71 111 1234  
 Network Address : 2000  
 Relay Address : 20

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	Stockholm	46 8 111 1234	20	No	2001	Direct
02	Berlin	49 611 111 1234	20	No	2002	Direct
03	Rome	39 6 111 1234	20	No	2003	Direct
04	New York	1 212 111 1234	10	No	1000	Direct
05	Singapore	65 111 1234	30	Yes	3000	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

**Table 4: Sample Parameter and Abbreviated Dialling Number Table for Singapore**

Telephone Number : 65 111 1234  
 Network Address : 3000  
 Relay Address : 30

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station Yes/No	Network Address	One Station XMT
01	New York	1 212 111 1234	10	No	1000	Direct
02	London	44 71 111 1234	20	Yes	2000	Direct
03	Stockholm	46 8 111 1234	20	No	2001	Direct
04	Berlin	49 611 111 1234	20	No	2002	Direct
05	Rome	39 6 111 1234	20	No	2003	Direct
06	Tokyo	81 33 111 1234	30	No	3001	Direct
07	Hong Kong	852 4 111 1234	30	No	3002	Direct
08	Sydney	61 2 111 1234	30	No	3003	Direct
09	Wellington	64 4 111 1234	30	No	3004	Direct

# ► Relayed Transmission

---

## Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the parameters listed below. Some parameters (e.g., Relayed XMT FAX Parameter) are only set once, but others must be set separately for each station in the Relay Network.

### 1. Relayed XMT Request FAX Parameter

This switches the Relayed XMT Request function to Valid or Invalid.

### 2. Own Telephone Number

The full telephone number to which the machine is connected should be entered for Relay Station send back Result Report.

### 3. Own Network Address

A 4-digit Own Network Address should be entered for Relay Station send back Result Report.

### 4. Network Password

A 4-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every Relay requesting and Relay stations in the network should set the same Network Password.

### 5. One-Touch/ABBR Numbers

The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

#### 1) Network Address

End Receiving Station telephone numbers set in an Initial Sending Station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving Station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a 4-digit number and is assigned to a One-Touch/ABBR number.

#### 2) Relay Address

A 2-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT Request your machine will only send documents to the Relay Station identified by the Relay Address.

#### 3) Relay Station Parameter (Yes/No)

Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "Yes" only for the first Relay Station.

#### 4) One Station XMT (Relay/Direct) Parameter

If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "No". Set "Yes" if you always want to go through the Relay Station.

# Relayed Transmission

To set the Relayed XMT FAX Parameters;

**1**

FUNCTION



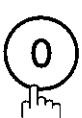
SET MODE (1-8)  
ENTER NO. OR V A

**2**



FAX PARAMETER (01-99)  
NO. =

**3**



40 RELAY XMT REQUEST  
1:INVALID

**4**



40 RELAY XMT REQUEST  
2:VALID

**5**



**6**

To set your own Telephone Number, own Network Address and Network Password;

**1**

FUNCTION



SET MODE (1-8)  
ENTER NO. OR V A

**2**



OWN TELEPHONE NO.  
■

**3**

Enter your telephone number (max. 36 digits).

Ex: ① [SPACE] ② ① ② [SPACE]  
① ① ① [SPACE] ① ② ③ ④  
and press **SET**

OWN NETWORK ADDRESS  
■■■■■

Continued on the next page.

## ► Relayed Transmission

**4** Enter your 4-digit Network Address.

Ex: 1 0 0 0 and press **SET**

NETWORK PASSWORD
████████

**5** Enter your 4-digit Network Password.

Ex: 9 9 9 9 and press **SET**

OWN TELEPHONE NO.
1 212 111 1234

**6** 

To set a One-Touch/ABBR. Dialling Number, Network Address, Relay Station Parameter (Yes/No) and One Station XMT (Relay/Direct) Parameter;

**1**  

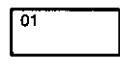
SET MODE (1-8)
ENTER NO. OR V A

**2**  

1:ONE-TOUCH
2:ABBR. NO.

**3** 

ONE-TOUCH< >
PRESS ONE-TCH OR V A

**4** Ex: 

<01>
ENTER TEL. NO.

*Continued on the next page.*

# Relayed Transmission

**5**

Enter the telephone number.

**Ex:** ⑨ PAUSE ⑤ ⑤ ⑤ SPACE  
① ② ③ ④ and press **SET**

<01> ENTER NAME  
9-555 1234

**6**

Enter the station name.

**Ex:** S A L E S SPACE D E P T  
and press **SET**

<01> NETWORK ADDRESS  
■■■■■

**6**

**7**

Enter a 4-digit Network Address.

**Ex:** ② ① ① ① and press **SET**

<01> RELAY ADDRESS  
■■■■■

**8**

Enter a 2-digit Relay Address.

**Ex:** ② ① and press **SET**

<01> RELAY STN? 2  
1: YES 2: NO

**9**

If the recorded station is the Relay Station, press ①.  
If not, press ②.

**Ex:** ①

**10**

In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.

- 1: For transmission via the Relay Station
- 2: For direct transmission

**Ex:** ②

ONE-TOUCH < >  
PRESS ONE-TCH OR V A

Repeat step 4 through 10 to enter the numbers for other stations, or return to standby by pressing **STOP**.

Print out a list of One-Touch/ABBR number or Directory Search List to confirm that you have recorded everything correctly. For the printout operation, refer to page 122.

# ► Relayed Transmission

## Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below.

**1**

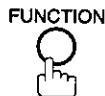


Set document(s) face down.

ENTER STATION

00%

**2**



ENTER STATION(S)  
THEN PRESS START

**3**

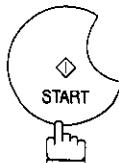
Dial by any combination of the following methods:

- One-Touch Dialling
- Abbreviated Dialling
- Directory Search Dialling, press **SET** after each station is entered  
(For details, see page 52 to 55.)

Ex: **01**

<01> (Station name)  
5551234

**4**



The document is stored into memory and your machine starts to dial the number of the Relay Station and sends the document.

\* STORE \* NO.001  
PAGES=01 01%

After the Relay Station finishes its transmission to the End Receiving Stations, your machine prints out a RELAY XMT RESULT REPORT sent back by the Relay Station.



*Note: You cannot use manual number dialling in step 3.*

# Relayed Transmission

## Printouts and Reports

When you use Relayed Transmission, your machine will print the following two reports to help you check and keep track of your faxes.

### 1. Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the Relay Station, it will print a COMM. Journal when the Fax Parameter No. 12 is set to "2", this tells you whether the transmission was successful or not.

### 2. Result Report

When the Relay Station finishes transmitting your fax document to the End Receiving Station(s) in your network, it will print a RELAY XMT RESULT REPORT, it tells you what it did and whether it was successful or not.

### Sample Relay XMT Report (COMM. JOURNAL)

\*\*\*\*\* -COMM. JOURNAL - \*\*\*\*\* DATE 08-OCT-1996 \*\*\*\* TIME 15:00 \*\*\*\* P.01

(1) MODE = MEMORY RELAYED TRANSMISSION (2) START= 08-OCT 14:50 (3) END= 08-OCT 15:00

FILE NO.= 050 (4)

(5) STN NO.	(6) COM	(7) ABBR NO.	(8) STATION NAME/TEL NO.	(9) PAGES	(10) DURATION	(11) RLY STN
001	R-OK	<01>/2000	LONDON	001/001	00:01'30	<01>/2000
002	R-OK	<02>/2001	STOCKHOLM	001/001	RELAY	<01>/2000
003	R-OK	<03>/2002	BERLIN	001/001	RELAY	<01>/2000
004	R-OK	<04>/2003	ROME	001/001	RELAY	<01>/2000

- PANASONIC -

\*\*\*\*\* - HEAD OFFICE - \*\*\*\*\* - 201 555 1212 - \*\*\*\*\*

- (1) Indication of communication mode
- (2) Start time of communication
- (3) End time of communication
- (4) File number : 001 to 255
- (5) Sequential number of the stations :
- (6) Communication result : "R-OK" indicates that the Relayed XMT Request was successful. 3-digit Info Code (see page 132) indicates that the communication has failed.
- (7) Abbreviated number and Network Address
- (8) Recorded name in One-touch or ABBR Number Dialling
- (9) Number of pages transmitted : 3-digit number is the number of pages successfully transmitted.
- (10) Duration of communication : The communication that was requested to be transferred via the relay station is shown as "RELAY".
- (11) Relay station's ABBR. NO. / Network Address



**Note:** If you transmit through more than one Relay Station, you will receive a separate Result Report.

# ► Relayed Transmission

## Sample Result Report (Relay XMT Result)

(1)	08-OCT-1996 12:10	FROM LONDON	TO NEW YORK	P.001/001
***** -RESULT REPORT- ***** DATE 08-OCT-1996 ***** TIME 12:10 ***** P.1				
(2)	MODE = RELAYED TRANSMISSION			
(3)	REQUEST REC'V TIME=08-OCT 11:40	(6)	START=08-OCT 12:00	(7)
NUMBER OF PAGE(S) = 01 (4)		END=08-OCT 12:10		
FILE NO. = 045 (5)				
**** REQUESTING STATION ** (8)				
- NEW YORK -				
TELEPHONE NUMBER = 212 111 1234				
NETWORK ADDRESS = 1000				
(9)	(10)	(11)	(12)	(13)
NO.	COM	DESTINATION(S)	PAGE(S)	RLY STN
01	OK	2000	LONDON	001/001
02	OK	2001	STOCKHOLM	001/001
03	OK	2002	BERLIN	001/001
04	INC	2003	ROME	000/001
**RELAY STATION ** (14)				
- LONDON -				
TELEPHONE NUMBER = 44 71 111 1234				
RELAY ADDRESS= 20				
NETWORK ADDRESS= 2000				
- LONDON -				
***** - 44 71 111 1234 - *****				
TOTAL P.01				

## Explanation of Contents

- (1) Relay Station's Header Print
- (2) Indication of transmission mode
- (3) The time when the relay request was received
- (4) Number of pages received relay request
- (5) File number of the received relay request file
- (6) The time when the Relay Station starts sending Relay Faxes
- (7) The time when the Relay Station ends sending Relay Faxes
- (8) Initial Sending Station's information (LOGO, Telephone number and Network Address)
- (9) Communication number
- (10) Communication result : "OK" indicates that the transmission was successful.  
"R-OK" indicates that the transmission to the Relay Station was successful.  
"INC" indicates that the transmission was not completed.
- (11) Station name
- (12) Number of pages transmitted/number of pages received Relay Request
- (13) Another Relay Station's Relay Address/Network Address (If transferred to another Relay Station)
- (14) Relay Station's information (LOGO, Telephone number and Network Address)

# Sub-addressing

## General Description

The Sub-addressing function allows you further routing, forwarding or relaying of document(s) to the desired recipient(s) when used in combination with the Networking version of HydraFax/LaserFAX software. This function conforms to the ITU-TS recommendation for T. Routing-Facsimile Routing utilizing the Sub-address.

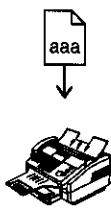
### Example of a Network

Document with SUB

e.g.

Dial2013331234

SUB=004



Document with SUB

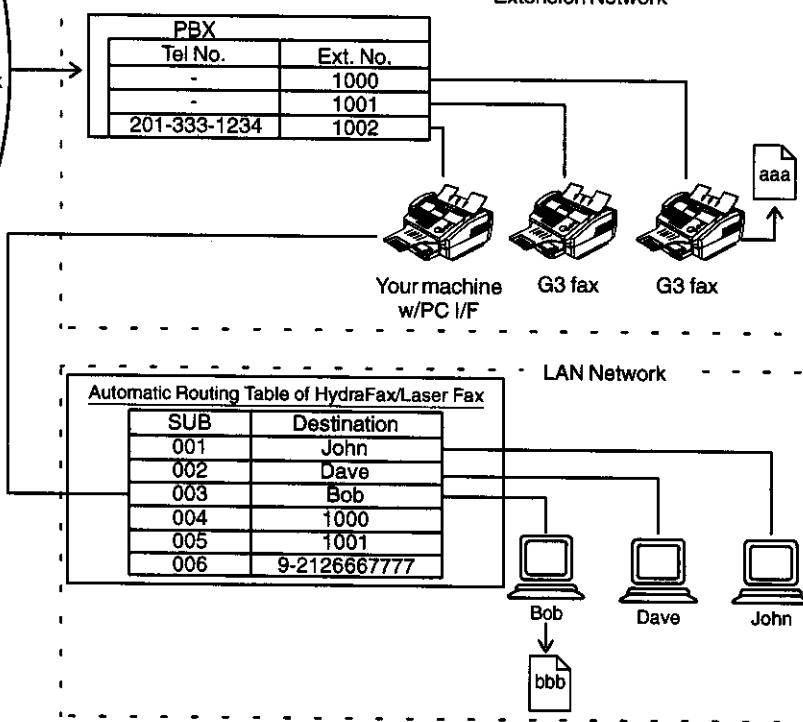
e.g.

Dial2013331234

SUB=003

Telephone Line

bbb



### Compatibility with Other Machines

- Sub-addressing Transmission: UF-342/550/788 (see Note 2)
- Sub-addressing Reception: UF-342/550/788 with PC Interface using the Networking version of HydraFax/LaserFAX software.

### Sub-addressing Transmission Methods

You can send a document with Sub-address information to the desired recipient by the following methods.

- By registering the Sub-address information into One-Touch/ABBR. Dialling Numbers.
- By specifying the Sub-address information in the Manual Number Dialling Mode.

### Setting of Routing, Forwarding or Relaying

You can customize the Automatic Routing to any combination of LAN (Local Area Network), PSTN (Public Switched Telephone Network) or PBX Extension with HydraFax/LaserFAX Routing Table (please refer to the HydraFax/LaserFAX User Manual).



**Note:** 1. HydraFax and LaserFAX are trademarks of Wordcraft International Ltd.

2. UF-788 with PC Interface Option or the Option ROM installed.



# Sub-addressing

## To send a Document with Sub-address

### Using One-Touch/ABBR. Number Dialling

The operation is the same as for normal Dialling

1



Set document(s) face down.

ENTER STATION

00%

2

01

Your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

<01> (Station name)  
5551234s2762

\* DIALLING \*  
5551234

6

### Using Manual Number Dialling

Use **FLASH** to separate the Telephone number and the Sub-address.

1



Set document(s) face down.

ENTER STATION

00%

2

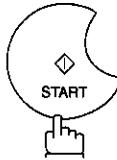
Enter the telephone number, press **FLASH** then enter the Sub-address (up to 20 digits).  
(up to 36 digits including telephone number, pauses, spaces, **FLASH** and Sub-address)  
Ex: Telephone number = 5551234, Sub-address =2762

Enter as: ⑤ ⑤ ⑤ ① ② ③ ④

**FLASH** ② ⑦ ⑥ ②

PRESS START TO DIAL  
5551234s2762

3



Your machine starts to dial the number of the station and sends the document(s) with Sub-addressing information.

\* DIALLING \*  
5551234



**Note:**

1. **FLASH** separates the Sub-address from the Telephone number and is indicated by an "s" in the display.
2. Manual Off-Hook or On-Hook Dialling cannot be used with the Sub-addressing Transmission.
3. The Sub-address is not transmitted during Manual Redial Mode.

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# Journals and Lists

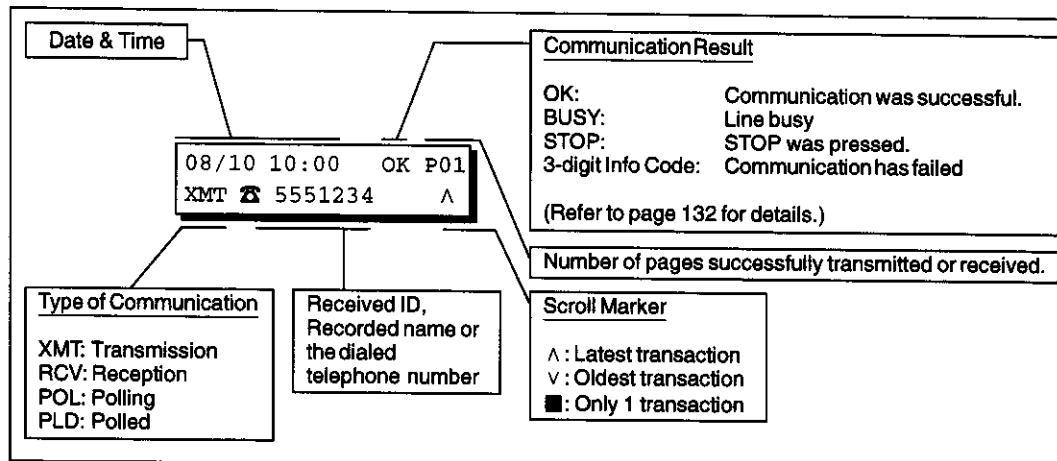
To help you maintain records of the documents you sent and received, as well as lists of the numbers you record, your facsimile machine is equipped to print the following journals and lists: 32 Transaction Journal, Individual Transmission Journal, Communication Journal, One-Touch/ABBR. No. List, Fax Parameter List, Power Failure Report and File List.

## 32 Transaction Journal

The "Journal" is a record of the last 32 transactions (a transaction is recorded each time you send or receive a document). It is printed out automatically after every 32 transactions (see Note), but you can print or view it manually by using the following procedure:

- 1   PRINT OUT (1-7)  
ENTER NO. OR V A
- 2   JOURNAL  
1: PRINT 2:VIEW
- 3a  \* PRINTING \*  
JOURNAL  
for printing a Journal
- 3b  JOURNAL VIEW  
1: XMT ONLY 2: ALL  
for viewing a Journal
- 4b Select the viewing mode.  
① for viewing transmission transactions only  
② for viewing all transactions  
Ex: ② USE THE V A KEYS TO  
SCROLL EACH RECORD  
You can view the transactions in the journal by pressing  or . Press **STOP** to return to standby.

7  
=



**Note:** If you wish to disable the automatic print out of the 32 Transaction Journal, change the setting of Fax Parameter No. 13 to "Invalid". (See page 36)

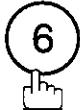
# ► Journals and Lists

## Individual Transmission Journal (IND. XMT JOURNAL)

An Individual Transmission Journal contains information on the latest transmission.

**1**

FUNCTION



PRINT OUT (1-7)  
ENTER NO. OR V A

**2**



6: IND. XMT JOURNAL?  
PRESS SET TO PRINT

**3**



\* PRINTING \*  
IND. XMT JOURNAL

# Journals and Lists

## Sample 32 Transaction Journal

***** -JOURNAL- *****									(1) DATE 08-OCT-1996 *****	(2) TIME 15:00 *****
(3) NO.	(4) COM	(5) PAGES	(6) FILE	(7) DURATION	(8) X/R	(9) IDENTIFICATION	(10) DATE	(11) TIME	(12) DIAGNOSTIC	
01	OK	001		00:00'22	XMT	SERVICE DEPT.	07-OCT	17:35	C0044903C0000	
02	OK	003		00:01'17	RCV	111 222 333	07-OCT	17:41	C0044903C0000	
03	OK	001		00:00'31	XMT	ACCOUNTING DEPT.	07-OCT	17:50	C0044903C0000	
04	630	000/005	021	00:00'00	XMT	342345676	07-OCT	17:57	0800420000000	
05	STOP	000		00:00'34	XMT	12324567	07-OCT	18:35	0210260200000	
06	OK	001/001	022	00:00'20	XMT	44567345	07-OCT	18:44	C8044B03C0000	
31	OK	002/002	023	00:00'31	XMT	0245674533	08-OCT	08:35	C8044B03C1000	
32	OK	003/003	024	00:01'32	XMT	0353678980	08-OCT	08:57	C8044B03C1000	
(13)										
-PANASONIC										
***** -HEAD OFFICE *****									- ***** -	
(15)									201 555 1212- *****	
									(14)	

7

## Sample Individual Transmission Journal (IND. XMT JOURNAL)

***** -IND. XMT JOURNAL- *****		(1) DATE 08-OCT-1996 *****	(2) TIME 15:00 *****
(10)	(11) DATE/TIME	= 08-OCT-1996 09:00	
(3)	JOURNAL No.	= 21	
(4)	COMM.RESULT	= OK	
(5)	PAGE(S)	= 001	
(7)	DURATION	= 00:00'16	
(6)	FILE No.	=	
(16)	MODE	= TRANSMISSION	
(17)	DESTINATION	= [01] / 555 1234 /ABCDEFG	
(18)	RECEIVED ID	=	
(19)	RESOLUTION	= STD	
(13)			
-PANASONIC			
***** -HEAD OFFICE *****			
(15)			
201 555 1212- *****			
(14)			

# ► Journals and Lists

## Explanation of Contents

(1) Printout date

(2) Printout time

(3) Journal number

(4) Communication result

: 01-32 (Does not always begin with 01 when printed out manually)  
: "OK" indicates that the communication was successful.  
"BUSY" indicates that the communication has failed because of busy line.  
"STOP" indicates that STOP was pressed during communication.  
"M-OK" indicates that the substitute reception message in memory was not printed out.  
"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent.  
"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.  
"3-digit Info Code" (see page 132) indicates that the communication has failed.

(5) Number of pages transmitted or received

: The 3-digit number is the number of pages successfully transmitted or received.  
When the documents are stored into memory, two 3-digit numbers will appear. The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.

(6) File number

: 001 to 255 (If the communication is stored into memory, a file number is assigned for each communication.)

(7) Duration of communication

(8) Type of communication

: "XMT" means Transmission  
"RCV" means Reception  
"POL" means Polling  
"PLD" means Polled

(9) Remote station identification

: Name : Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID.  
☎ number : Dialed telephone number (PIN code will not be shown)  
Number : Remote station's ID number.

(10) Communication date

(11) Communication Start time

(12) Diagnostic

: For service personnel only

(13) Own LOGO

: Up to 25 characters

(14) Own ID number

: Up to 20 digits

(15) Own Character ID

: Up to 16 characters

(16) Type of communication

: Transmission or memory transmission

(17) Destination

: If a One-Touch or ABBR was used for the transmission:  
One-Touch or ABBR. No./Telephone Number/Recorded Name  
If not : Telephone number

(18) Received remote station's ID

: Character ID/ID number

(19) Resolution

: "STD" means standard resolution  
"FINE" means fine resolution  
"S-FINE" means super fine resolution

# Journals and Lists

## Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify if transmission or polling was successful or not. You may select the printout condition (Off/On/Inc. only) in Function 8-1, or Fax Parameter No. 12.

### Sample COMM. JOURNAL

***** - COMM. JOURNAL - *****				DATE 08-OCT-1996	TIME 15:00	**** P.01
(1) MODE = MEMORY TRANSMISSION				(2) START=08-OCT 11:50	(3) END=08-OCT 12:00	
FILE NO.= 050 (4)						
(5)	(6)	(7)	(8)	(9)	(10)	
STN NO.	COM	ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION	
001	OK	<01>	SERVICE DEPT.	001/001	00:01'30	
002	OK	<02>	SALES DEPT.	001/001	00:01'25	
003	407	<03>	ACCOUNTING DEPT.	000/001	00:01'45	
004	BUSY	☎	021 111 1234	000/001	00:00'00	
- PANASONIC -						
***** - HEAD OFFICE				- ***** - 201 555 1212 - *****		

### Explanation of Contents

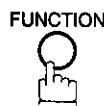
(1) Indication of communication mode  
(2) Start time of communication  
(3) End time of communication  
(4) File number : 001 to 255 (When the communication is stored into memory, a file number is assigned for each communication.)  
(5) Station number : Sequential number of the stations  
(6) Communication result : "OK" indicates that the communication was successful.  
"BUSY" indicates that the communication has failed because of busy line.  
"STOP" indicates that STOP was pressed during communication.  
"M-OK" indicates that the substitute reception message in memory was not printed out.  
"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission but successfully stored document(s) was sent.  
"R-OK" indicates that the Relayed XMT or Confidential Communication was successful.  
"3-digit info code" (see page 132) indicates that the communication has failed.  
(7) Abbreviated number or ☎ mark : ☎ mark indicates dialed by direct number dial.  
(8) Recorded name in One-Touch, ABBR. or direct dialling number  
(9) Number of pages transmitted or received : The 3-digit number is the number of pages successfully transmitted or received.  
When the documents are stored into memory, two 3-digit numbers will appear.  
The first 3-digit number represents the number of pages successfully transmitted. The second 3-digit number represents the total number of pages that were attempted to be transmitted.  
(10) Duration of Communication

# ► Journals and Lists

## One-Touch/Abbreviated and Directory Search List

To print a One-Touch/Abbreviated Number and Directory Search List of the telephone numbers you have stored.

**1**



PRINT OUT (1-7)  
ENTER NO. OR V A

**2**



2 : ONE-TCH/ABBR LIST?  
PRESS SET TO PRINT

**3**



1 : ONE-TOUCH/ABBR. NO.  
2 : DIR. SEARCH

**4**



for One-Touch/ABBR. Number List

\* PRINTING \*  
ONE-TOUCH/ABBR. LIST



for Directory Search List

\* PRINTING \*  
DIR. SEARCH LIST

# Journals and Lists ◀

## Sample One-Touch List

\*\*\*\*\* -ONE-TOUCH LIST- \*\*\*\*\* DATE 08-OCT-1996 \*\*\*\*\* TIME 15:00 \*\*\* P.01

(1) (2) (3)  
ONE- STATION NAME TELEPHONE NO.  
TOUCH

<01> SERVICE DEPT. 121 555 1234  
<02> SALES DEPT. 222 666 2345  
<03> ACCOUNTING DEPT 313 333 3456

(5) NETWORK ADRS	(6) RELAY STN.	(7) RELAY ADRS	(8) ONE STN XMT
---------------------	-------------------	-------------------	--------------------

2000	YES	20	DIRECT
2001	NO	20	DIRECT
2002	NO	20	DIRECT

NO. OF STATIONS = 03 (4)

(see Note)

OWN TELEPHONE NO.=12345678 (9)  
OWN NETWORK ADDRESS=1000 (10)  
NETWORK PASSWORD=9999 (11)

(see Note)

-PANASONIC-

\*\*\*\*\* -HEAD OFFICE- - \*\*\*\*\* 201 555 1212- \*\*\*\*\*

7  
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## Sample ABBR. Number List

\*\*\*\*\* -ABBR. NO. LIST- \*\*\*\*\* DATE 08-OCT-1996 \*\*\*\*\* TIME 15:00 \*\*\* P.01

(1) (2) (3)  
ABBR STATION NAME TELEPHONE NO.  
NO.

[01] ENG. DEPT. 888 555 1234  
[02] PURCHASE DEPT. 999 666 2345  
[03] REGULATION DEPT 777 333 3456

(5) NETWORK ADRS	(6) RELAY STN.	(7) RELAY ADRS	(8) ONE STN XMT
---------------------	-------------------	-------------------	--------------------

3000	YES	30	DIRECT
3001	NO	30	DIRECT
3002	NO	30	DIRECT

NO. OF STATIONS = 03

(see Note)

OWN TELEPHONE NO.=12345678 (9)  
OWN NETWORK ADDRESS=1000 (10)  
NETWORK PASSWORD=9999 (11)

(see Note)

-PANASONIC-

\*\*\*\*\* -HEAD OFFICE- - \*\*\*\*\* 201 555 1212- \*\*\*\*\*



**Note:** This information will be printed if the setting of Fax Parameter No.40 (RELAYED XMT REQUEST) or No. 41 (CONF. FAX PARAMETER) is set to "Valid".

## **Journals and Lists**

## Sample Directory Search List

\*\*\*\*\* -DIR. SEARCH LIST- \*\*\*\*\* DATE 08-OCT-1996 \*\*\*\*\* TIME 15:00 \*\*\* P.01

(12)	(2)	(1)	(3)	(5)	(6)	(7)	(8)
STATION NAME	ABBR	TELEPHONE NUMBER	NO.	NETWORK ADRS	RELAY STN.	RELAY ADRS	ONE STN XMT
[A] ACCOUNTING DEPT	<03>	313 333 3456		2002	NO	20	DIRECT
[E] ENG. DEPT.	[01]	888 555 1234		3000	YES	30	DIRECT
[P] PURCHASE DEPT	[02]	555 666 2345		3001	NO	30	DIRECT
[R] REGULATION DEPT	[03]	777 333 3456		3002	NO	30	DIRECT
[S] SALES DEPT.	<01>	121 555 1234		2000	YES	20	DIRECT
	<02>	222 666 2345		2001	NO	20	DIRECT

(see Note)

**!** *Note: This information will be printed if the setting of Fax Parameter No. 40 (RELAYED XMT REQUEST) or No. 41 (CONF. FAX PARAMETER) is set to "Valid".*

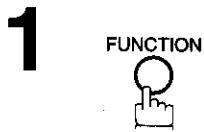
## **Explanation of Contents**

(1) One-Touch number or Abbreviated number	: <nn> = One-Touch number, [nn] = Abbreviated number
(2) Station name recorded in the machine	: Up to 15 characters
(3) Telephone number recorded in the machine	: Up to 36 digits
(4) Number of recorded One-Touch and ABBR. numbers	
(5) Network Address	: 4-digit
(6) Relay Station	: Yes/No
(7) Relay Address	: 2-digit
(8) One Station XMT	: Relay/Direct
(9) Own telephone number	: Up to 36 digits
(10) Own Network Address	: 4-digit
(11) Network Password	: 4-digit
(12) The first letter of station name recorded in your machine	

# Journals and Lists

## Program List

To print a Program List of the Dialling Patterns that you have previously entered into the Program Keys.



PRINT OUT (1-7)  
ENTER NO. OR V A



3 : PROGRAM LIST?  
PRESS SET TO PRINT



\* PRINTING \*  
PROGRAM LIST

**7**  
=

## Sample Program List

***** -PROGRAM LIST- ***** DATE 08-OCT-1996 ***** TIME 15:00 *** P.01				
(1)	(2)	(3)	(4)	(5)
PROGRAM	PROGRAM NAME	TYPE	TIMER	ABBR.NOS.
[P1]	TIMER XMT	XMT	12:00	[01]
[P2]	TIMER POLL	POLL	19:00	[02]
[P3]	PROG. A	POLL	-----	[01] [02]
[P4]	PROG. B	ABBR/GRP	-----	[01] [02] [03]

-PANASONIC-

\*\*\*\*\* -HEAD OFFICE- \*\*\*\*\* - \*\*\*\*\* - 201 555 1212- \*\*\*\*\*

## Explanation of Contents

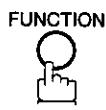
- (1) Program key : P1 to P4
- (2) Program name : Up to 15 characters
- (3) Type of communication : "XMT" indicates transmission.  
"POLL" indicates polling.  
"ABBR/GRP" indicates that the Program key is programmed as a group key.  
"ONE-TOUCH" indicates that the Program key is programmed as a One-Touch key.
- (4) Timer : Indicates the starting time.  
"---" indicates that the Program key contains "non-deferred" program.
- (5) Numbers recorded in the program : One-Touch/ABBR. numbers

# ► Journals and Lists

## FAX Parameter List

To print out a FAX Parameter List:

**1**



PRINT OUT (1-7)  
ENTER NO. OR V A

**2**



4:FAX PARA LIST?  
PRESS SET TO PRINT

**3**



\* PRINTING \*  
FAX PARAMETER LIST

### Sample FAX Parameter List

***** -FAX PARAMETER LIST- ***** DATE 08-OCT-1996 ***** TIME 15:00 *****				
(1) PARAMETER NUMBER	(2) DESCRIPTION	(3) SELECTION	(4) CURRENT SETTING	(5) STANDARD SETTING
01	CONTRAST (HOME)	(1:Normal 2:Lighter 3:Darker)	1	1
02	RESOLUTION (HOME)	(1:Standard 2:Fine 3:S-Fine)	2	1
04	STAMP (HOME)	(1:Off 2:On)	1	1
99	MEMORY SIZE			(512KB + 1MB) (6)
-PANASONIC-				
***** -HEAD OFFICE - ***** 201 555 1212- *****				

### Explanation of Contents

(1) Parameter number	(4) Current setting	: "----" indicates code or password is not set. When the code or password is set, it is shown in parenthesis. When RCV To Memory Password is set, <b>████</b> is shown in parenthesis.
(2) Description : "(HOME)" means home position setting.	(5) Standard setting	: Factory preset standard setting
(3) Selection	(6) Memory sizes	: (Base memory + option memory)

# Journals and Lists

## Power Failure Report

Your machine has "Flash Memory" to retain the file(s) even if a power failure occurs. Furthermore, an expansion "Flash Memory Card" can be installed in your machine (see page 152).

If the expansion "Flash Memory Card" is removed while it is in use, the file(s) may be lost. In this case, a Power Failure Report will be printed automatically after the power is restored. This report is not printed if there were no files in the memory.

### Sample Power Failure Report

\*\*\*\*\* -POWER FAILURE REPORT- \*\*\*\*\* DATE 08-OCT-1996 \*\*\*\*\* TIME 15:00 \*\*\* P.01  
POWER FAILURE OCCURRED !  
FROM \*\*\* 08-OCT-1996 10:00 \*\*\* (1)  
TO \*\*\* 08-OCT-1996 15:00 \*\*\* (2)  
FOLLOWING FILE(S) HAS BEEN LOST.

(3) FILE NO.	(4) COMM. TYPE	(5) ABBR. NO.	(6) STATION NAME/TEL NO.	(7) PAGES
002	MEM. POLLED XMT			003
003	RCV TO MEMORY			005
015	MEM. DEF. XMT	<01> <02>	SALES DEPT. SERVICE DEPT.	000/003 000/003
018	MEMORY XMT	<03> ☎	ACCOUNTING DEPT. 021 111 1234	005/005 000/005

-PANASONIC

\*\*\*\*\* -HEAD OFFICE - \*\*\*\*\* - 201 555 1212- \*\*\*\*\*

7

### Explanation of Contents

- (1) Power failure date and time
- (2) Power return date and time
- (3) File number : 001 to 255. (When the communication for each communication)
- (4) Communication type
- (5) Abbreviated number or ☎ mark : ☎ mark indicates dialed by Manual Number dialling
- (6) Recorded name in One-touch, ABBR. or Manual Number dialling
- (7) Number of pages stored : The first 3-digit number represents the number of page successfully transmitted. The second 3-digit number represents the number of pages stored in memory.

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# Troubleshooting

## If You Have Any of These Problems

Mode	Symptom	Action	page
During Installation	The display is blinking	Battery is completely discharged. This may happen at first installation. Replace the battery and re-set the clock.	25 144
During Transmission	Document doesn't feed/multiple feed	1. Check that your document is free of staples and paper clips, and that it is not greasy or torn. 2. Check that your document is the right type to send through a fax machine by consulting the list on "Documents You Cannot Send". If your document has the characteristics listed, make a photocopy of your document and send the copy instead. 3. Check that the document is loaded properly. 4. Adjust the ADF Pressure Plate.	39 40 139
	Document jam	The information code 031 will appear on the display if the document becomes jammed.	136
	Does not stamp	1. Check if Stamp LED is lit. 2. Check Fax parameter No. 04 and No. 28 settings.	42 35,37
	Stamp too light	Replace stamp or refill ink.	145
Transmission Copy Quality	Vertical lines on the transmitted document	Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	138
	Transmitted document is blank	1. Make sure the document is set face down. 2. Check own copy quality. If copy is OK, your machine has no problem, report to receiving party that they have a problem. If copy is NG, clean the Document Scanning Area.	138
During Reception Problems	No recording paper	The information code 010 will appear on the display if the paper runs out.	18 67
	Recording paper jam	The information code 001, 002 or 016 will appear on the display if the paper gets jammed.	135
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Cassette. Follow instructions for loading paper.	18
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine.	135
	Document auto reduction doesn't work	Check Print Reduction settings.	66
	Out of ink	The information code 015 will appear on the display if the Print Cartridge runs out of ink. Unit detects the out of ink for black ink only. (UG-3502B and UG-3505B)	140

# Troubleshooting

Mode	Symptom	Action	page
Print Copy Quality Problems	Vertical lines printing on the received document	Printout a Journal report and check quality to make sure if your machine has trouble or not. If Journal report quality is OK, your machine has no problem, report to the sending party that they have a problem. If copy is NG, replace the Print Cartridge.	117 140 142
	Fuzzy print	1. Make sure you are using the correct paper for the best possible print quality. 2. Try reversing the recording paper to the other side.	150
	Missing dots or lines/inconsistent darkness within print	1. Make sure you are using the correct paper for the best possible print quality. 2. Replace Print Cartridge.	150 140 142
	Fading print	The Print Cartridge may be running out of ink. Replace Print Cartridge.	140 142
	Faint print	You may need to choose a different paper for the best possible print quality.	150
Communication	No dial tone	1. Check the connection of the telephone line. 2. Check the telephone line.	146
	No auto answer	1. Check the connection of the telephone line. 2. Check the Reception mode setting.	146 60
	Cannot transmit or receive	An information code will be shown on the display. Refer to the information code table to find out the trouble.	132
No Unit Operation	No unit operation	To reset the machine, turn-off the Power Switch for a few second then turn-on again.	21

# Troubleshooting

Mode	Symptom	Action	page
TAM Interface Trouble in Unattended TAM I/F Mode (OUT Mode)	Cannot utilize the remote turn-on feature of the telephone answering machine (TAM). The fax machine always answers after the 8th ring.	This feature is not compatible. The fax machine is designed to answer after 8 rings if the TAM does not answer.	--
	Fax machine will not start up when the telephone answering machine is set to give only an outgoing message (OGM).	TAM that gives outgoing announcement only is not compatible. The fax machine will work with a TAM that will record Incoming message (ICM).	--
	A beep...beep sound is recorded on the telephone answering machine.	Speak a little slower between each word while recording an outgoing message (OGM).	--
	Fax machine starts up in the middle of the outgoing message even though the caller wants to leave a voice message.	Make sure the outgoing message (OGM) does not have a silent pause longer than 5 seconds.	--
	Cannot record any incoming message (ICM). The fax machine always starts up at the end of the OGM and before the tape advances to the end of last ICM.(Your TAM only uses a single cassette tape to give OGM and record ICM.)	Set Fax Parameter No. 20 (Silent Detection) to "Invalid". And, instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	36
	Cannot receive from a machine that does not send CNG signal (a short beep tone every 3 seconds) after dialling.	Set Fax Parameter No. 20 (Silent Detection) to "Valid". Or, Instruct the calling party to press * twice on their touch-tone phone during the OGM to start up your fax machine remotely.	36
	Cannot retrieve message from the answering machine remotely, the fax machine always starts up after the command code is entered.	Set Fax Parameter No. 20 (Silent Detection) to "Invalid".	36
	Cannot receive a fax message, but can record voice message.	Check your outgoing message, if it is too long, the calling fax machine may have timed out. Try to shorten your outgoing message to less than 15 seconds, or ask the calling party to program your telephone number in their fax machine with 3 pauses and a "#" at the end.(ex. 5551212 PAUSE PAUSE PAUSE #)	--
	Fax machine will not start to receive with the telephone answering machine in the auto-answer mode.	Increase the ring count for detection on the telephone answering machine.	--
TAM Interface Trouble In Unattended Fax Mode (OUT Mode)			

# Troubleshooting

## Information Codes

When something unusual occurs, the display may show one of the Information Codes below. These will help you to identify and correct the problem.

Info. Code	Meaning	Action	Page
001/002	Recording paper jam.	Remove jammed paper.	135
010	No recording paper.	Load the paper.	18
014	Print Cartridge is not installed.	Install the Print Cartridge.	16
015	Out of ink.	Replace the Print Cartridge or Ink Cartridge Refill.	140
016	Print Cartridge Cradle can not move.	Paper jam may occur. Remove jammed paper.	135
026	The backup battery is getting weak.	Replace the battery. Otherwise, the memory contents may be lost.	144
030	Document misfeeding.	<ol style="list-style-type: none"><li>1. Reload the document properly.</li><li>2. Remove document jam.</li><li>3. Adjust ADF.</li></ol>	<p>40 136 139</p>
031	Document paper is too long or jammed. Document length exceeds 2 meters.	<ol style="list-style-type: none"><li>1. Reload the document properly.</li><li>2. Remove document jam.</li></ol>	<p>40 136</p>
060	Printer Cover is opened.	Close the Printer Cover.	--
061	ADF Door (Document Return Guide) is open.	Close the ADF Door.	--
211/212	Modem Failure.	Contact your local Panasonic Dealer for service.	--
220	While receiving, certain signals were not detected by the Modem due to phone line noise.	If document contains errors, ask the remote side to resend the document.	--
300 – 316	Printer engine failure.	Contact your local Panasonic Dealer for service.	--
400	During initial handshake, receiving station did not respond or communication error occurred.	<ol style="list-style-type: none"><li>1. Check with other party.</li><li>2. Reload the document and send again.</li></ol>	--
401	Remote station required a Receiving Password to receive the document. Remote station does not have Confidential Mailbox.	Check the remote station.	--
402	During initial handshake, communication error occurred.	Reload the document and send again.	--

# Troubleshooting

Info. Code	Meaning	Action	Page
403	No polling capability at the remote side.	Ask remote side to set "POLLED=ON".	--
404/405	During initial handshake, communication error occurred.	Reload the document and send again.	--
406	Received from an unauthorized station in Selective Reception mode.	Check the telephone number in One-Touch or Abbreviated station.	91
407	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.	--
408/409	Remote side confirmation of previous page is illegible.	Wait a few minutes and send again.	--
411	Polling password does not match.	Check polling password.	71
412	No data from the transmitting side.	Check with the other party.	--
414	Polling password does not match.	Check polling password.	71
415	Polling transmission error.	Check polling password.	71
416/417 418/419	Received data has too many errors.	Check with the other party.	--
420	Machine goes to receiving mode, but receives no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.	--
422/427	Interface is incompatible.	Check with the other party.	--
430/434	Communication error occurred while receiving.	Check with the other party.	--
436/490	Received data has too many errors.	Check with the other party.	--
456	<ul style="list-style-type: none"> <li>• Unit received a confidential document or was requested to be polled of a confidential document under any of following conditions.           <ol style="list-style-type: none"> <li>1) Memory does not have enough space to receive the confidential document.</li> <li>2) Confidential Mailbox file is full (7 files).</li> <li>3) While printing received document.</li> </ol> </li> <li>• Unit was requested to relay a document.</li> </ul>	1. Printout File List then check the contents. 2. Wait a moment until finishing the printing.	80
492/493 494	Communication error occurred while receiving.	Check with the other party.	--
495	Telephone line disconnected.	Check with the other party.	--

# ► Troubleshooting

Info. Code	Meaning	Action	Page
540/541 542 543/544	Communication error occurred while transmitting.	1. Reload the document and send again. 2. Check with the other party.	--
550	Telephone line disconnected.	Check with the other party.	--
552/553 554/555	Communication error occurred while receiving.	Check with the other party.	--
580	Sub-address transmission to a unit that has no Sub-address function.	Check the remote station.	113
581	Sub-address Password transmission to a unit that has no Password Sub-address function.	Check the remote station.	113
623	No document was on the ADF.	Reload the document and send again.	--
630	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
631	During dialling, <b>STOP</b> was pressed.	Reload the document and send again.	--
634	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.	--
638	Power failure occurred during the communication.	Check the power cord and plug.	20
870	Memory overflow occurred while storing documents into memory for transmission.	Transmit documents without storing into memory. Order additional memory option.	45 151
879	Memory overflow occurred while receiving documents into memory. Receiving documents with data that is greater than the memory size.	Check recording paper and print cartridge.	16 18
975	DRAM parity error. The document information in memory is lost.	1. Unit will print out a Power Failure Report. 2. Resend the lost document.	127

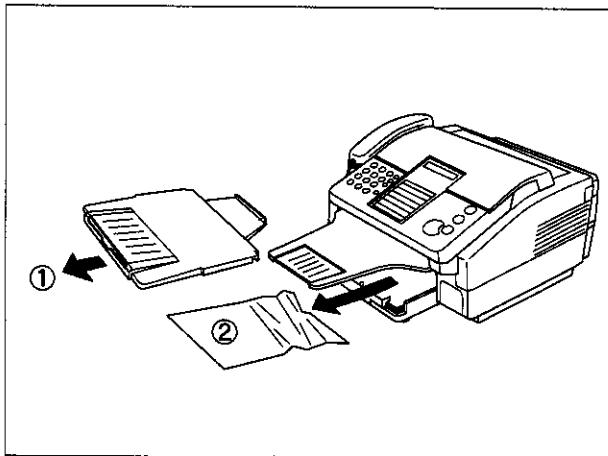
# Troubleshooting

## Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show Information Code 001, 002 or 016.

### To clear the jam, Info. Code 001

**1**



① Remove the Recording Paper Cover.

② Remove the jammed paper.

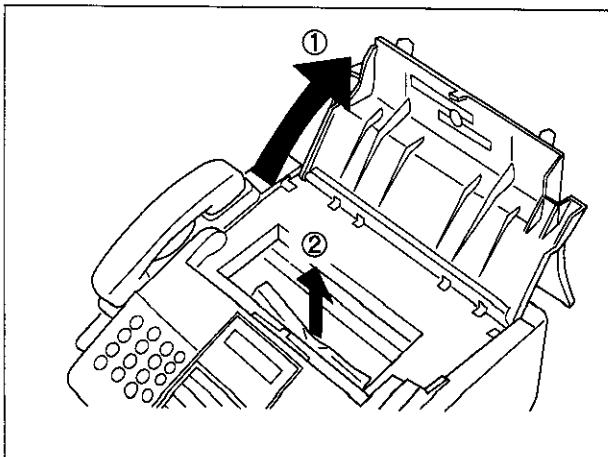
③ Press **STOP**.

④ Re-install the Recording Paper Cover.

**8**

### To clear the jam, Info. Code 002 or 016

**2**



① Open the Printer Cover.

② Remove the jammed paper.

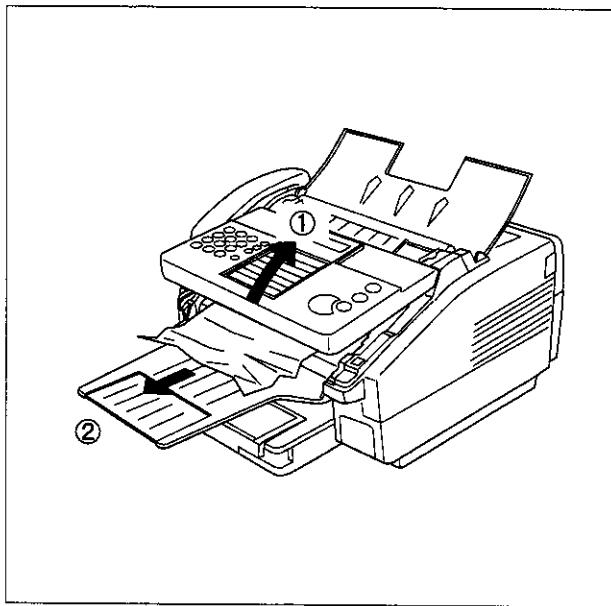
③ Close the Printer Cover.

# ► Troubleshooting

## Clearing a Document Jam

If a document becomes jammed in the machine, the display will show the Information Code 031.

To clear the jam



- ① Remove the documents from ADF and open the ADF Door.
- ② Remove the jammed paper.
- ③ Close the ADF Door.

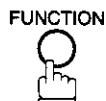
# Troubleshooting ◀

## Cleaning the Print Head

If the printed document has dots or lines missing, check the Print Cartridge.

To clean the Print Head

**1**



**7**

**6**

6 : CLEAN CARTRIDGE ?  
PRESS SET TO SELECT

**2**



Machine starts to clean the Print Head.  
Then, return to standby automatically.

Make a copy to check the print quality.

\* CLEANING \*  
PRINT CARTRIDGE

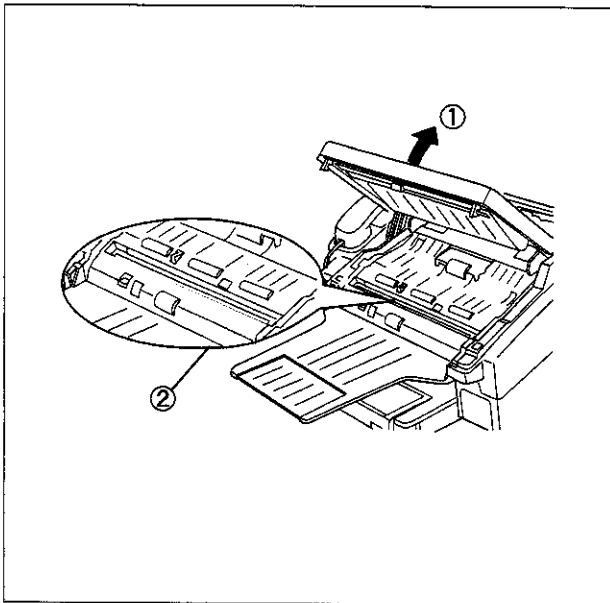
**8**

# ► Troubleshooting

## Cleaning the Document Scanning Area

If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit to verify. If the copy is black or has black lines, the document scanning area is probably dirty and must be cleaned.

To clean the scanning area



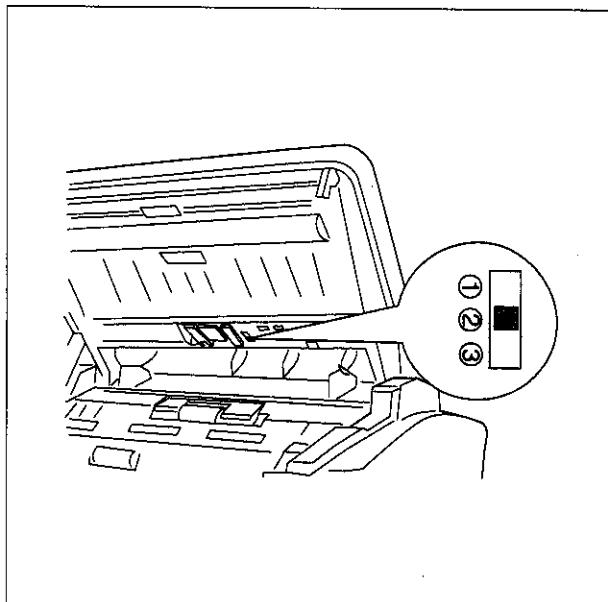
- ① Open the ADF Door.
- ② Wipe the Scanning Area gently with a soft cloth or gauze wet with ethyl alcohol. Be sure to use a clean cloth, the Scanning Area can be easily scratched.
- ③ Close the ADF Door.

# Troubleshooting

## Adjusting the Automatic Document Feeder (ADF)

If document misfeeding occurs frequently, we suggest you to adjust the ADF.

To adjust the ADF



Open the ADF Door and slide the Pressure Adjusting Lever to the desired position depends on the condition.

Position	Condition
1	To prevent no feed trouble
2	Standard position
3	To prevent multiple feed trouble

# Troubleshooting

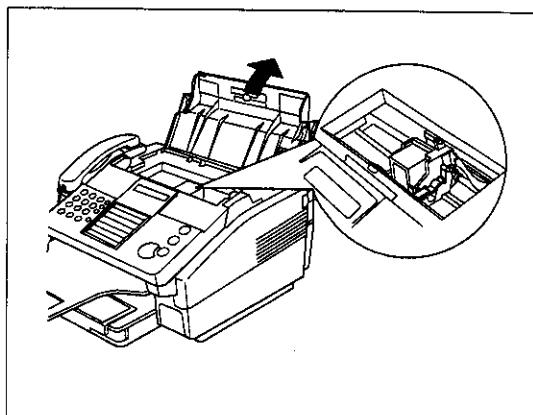
## Replacing the Black Print Cartridge

If the Black Print Cartridge runs out of ink, the following message is shown on the display.

OUT OF INK  
INFO. CODE=015

To replace the Black Print Cartridge.

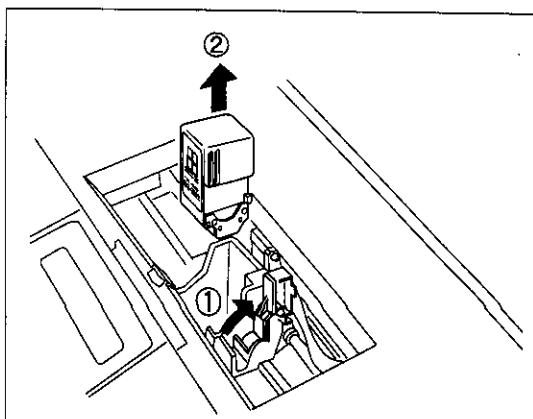
1



Open the Printer Cover.

**Make sure that the Print Cartridge Cradle has moved to the center of the machine. If not, press **FUNCTION** 7 8 **SET** to move the cradle to the center. (see Note 1)**

2



① Lift the Green Lever on the cradle.  
② Lift the Print Cartridge out of the cradle.

### ⚠ CAUTION

**Be sure not to touch the high temperature metal plate, the print head on the Print Cartridge or the sharp edges around it when removing the used cartridge.**

Continued on the next page.

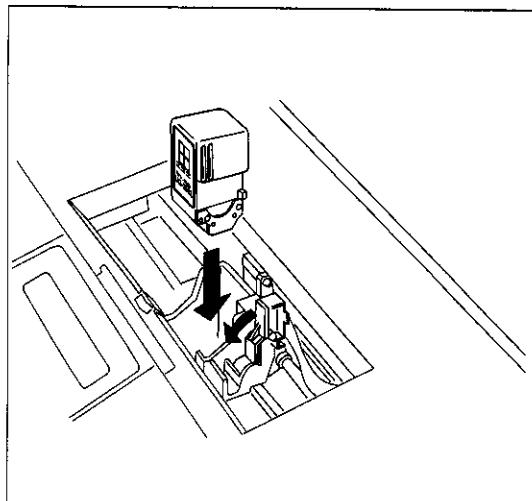


**Note:** If the following message is shown on the display after pressing **SET**, wait a few minutes to allow the print head to return to normal operating temperature.

CARTRIDGE OVERHEATED  
WAIT A FEW MINUTES

# Troubleshooting

3

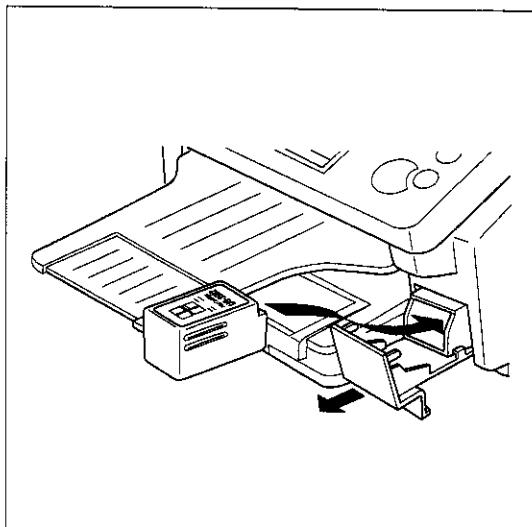


① Place the new Print Cartridge in the cradle.

② Push the Green Lever down until it locks in place.

③ Close the Printer Cover.

8



Your machine has a drawer to store an unsealed Print Cartridge.

① Pull the Cartridge Drawer on the right front of the machine.

② Insert the Print Cartridge into the drawer and push the cartridge down, snapping the cartridge into place. Then, close the Cartridge Drawer.

**Maintaining Print Quality** : Keep the print cartridge in the cradle at all times. Removing the cartridge will expose it to air, causing the ink to evaporate, and degrade the print quality. Keep the print cartridge in its "home" position when the printer is not being used. Leaving it out of position will cause the ink to evaporate quickly.

**Storing Print Cartridge** : The following instructions will help you when storing unused print cartridges.

- Keep the print cartridge in its sealed container until you are ready to use it.
- Store the print cartridge container at room temperature.
- Install the print/ink cartridge in the cradle/slot immediately after opening the sealed container.



**Note:** Before replacing the cartridge, we recommend to perform the cleaning cycle a few times (see Cleaning the Print Head on page 137) since the Print Head might be clogged with dried ink.

# ► Troubleshooting

## Replacing the Color Print Cartridge or the Ink Cartridge Refills

If the following conditions occur when the Color Print Cartridge is in use, replace the Color Print Cartridge or the Ink Cartridge Refills.

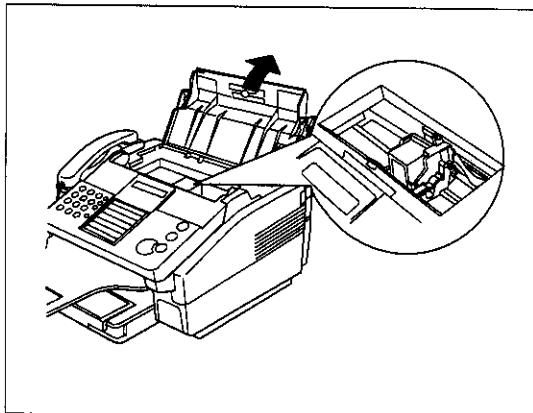
- Your machine detects out of ink. (see Note 2)  
⇒ Replace the Black Ink Cartridge Refill (Order No.: UG-3505B)
- Printed document has a missing color.  
⇒ Replace the Color Ink Cartridge Refill (Order No.: UG-3504B)
- Printed document has dots or line missing.  
⇒ Replace the Color Print Cartridge (Order No.: UG-3503B)

### To replace the Color Print Cartridge

Follow the same procedure as on page 140 and 141.

### To replace the Ink Cartridge Refills

1

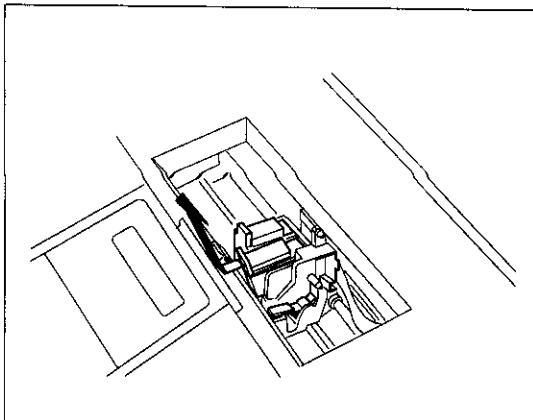


Open the Printer Cover.

Make sure that the Print Cartridge Cradle has moved to the center of the machine.

If not, press **FUNCTION** 7 8 **SET** to move the cradle to the center. (see Note 1)

2



Pull the projection of the Ink Cartridge Refill towards the front of the machine and remove it from the slot.

**Discard the Ink Cartridge Refill only, do not discard the Color Print Cartridge.**

*Continued on the next page.*

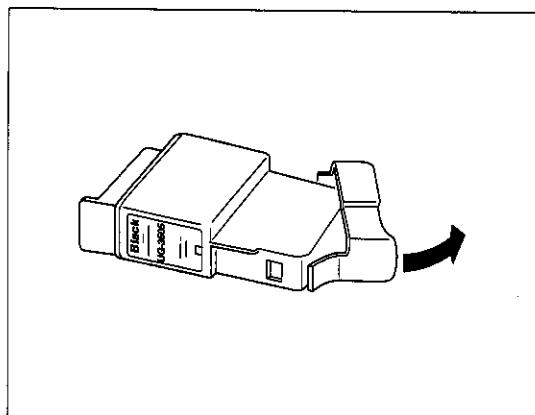
**!** **Note:** 1. If the following message is shown on the display after pressing **SET**, wait a few minutes to allow the print head to return to normal operating temperature.

**CARTRIDGE OVERHEATED**  
**WAIT A FEW MINUTES**

2. Your machine can detect the level of the black ink only if Color Print Cartridge is installed.

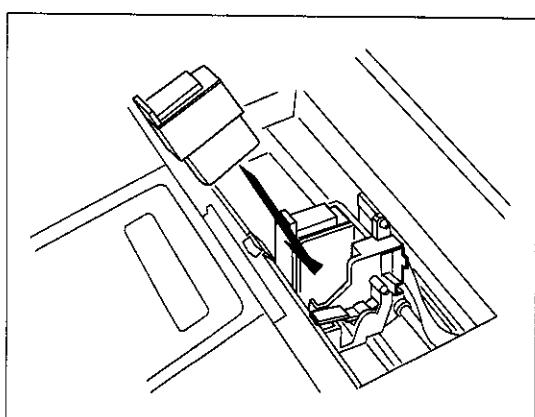
# Troubleshooting

3



Remove the protection cap from the new Ink Cartridge Refill.

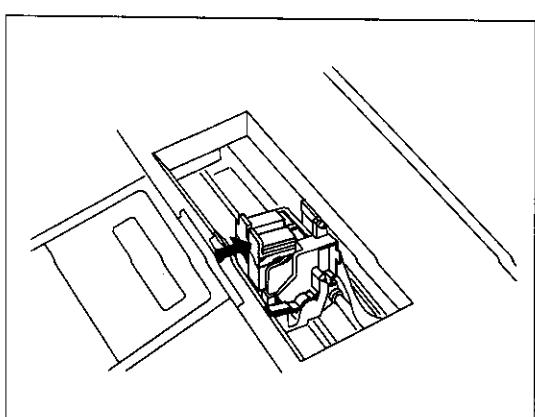
4



Insert the new Ink Cartridge Refill into the slot.

8

5



Push the cartridge into the slot, snapping the cartridge into place and close the Printer Cover.



**Note:** Before replacing the cartridge, we recommend to perform the cleaning cycle a few times (see Cleaning the Print Head on page 137) since the Print Head might be clogged with dried ink.

# ► Troubleshooting

## Replacing the Battery

During the initial self test, when the power is turn "On", the machine will evaluate the condition of the back up battery. If the battery is weak or fully discharged, the following messages will be shown on the display.

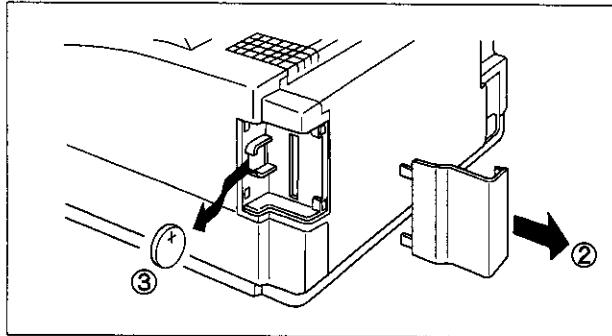
REPLACE BATTERY  
INFO. CODE=026

To replace the battery, follow the procedure below:

- 1 Print a File List to confirm that there is no file stored in memory. (See Note 1)

To print a File List, press **FUNCTION**, **⑨**, **①** and **SET**.

2



① Turn the Power Switch to the "O" (OFF) position.

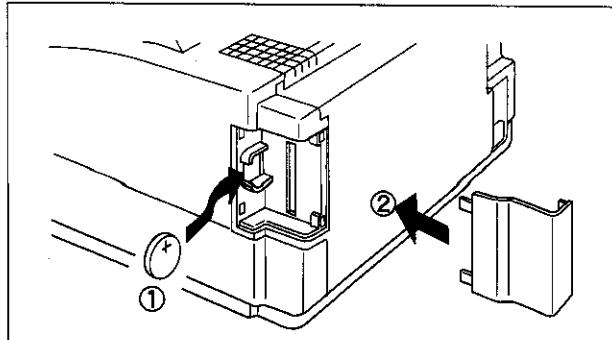
② Remove the Memory Card Cover.

③ Remove the Battery by sliding it inward and then out of the socket.

### ⚠ CAUTION

**Dispose the battery properly and keep it away from small children.**

3



① Install the new battery (Order No.:CR 2032) with the + side facing out.

② Re-install the Memory Card Cover.

③ Turn the Power Switch to the "I" (ON) position.

4

If the clock is flashing on the LCD Display, follow the procedure on page 25 to reset the clock.



**Note:** 1. If the power is turned "Off" and the battery is weak or fully discharged, the transmit and polling information of a file stored in memory may be lost. However the received document(s) in memory will be preserved and will print out automatically after the power is restored.

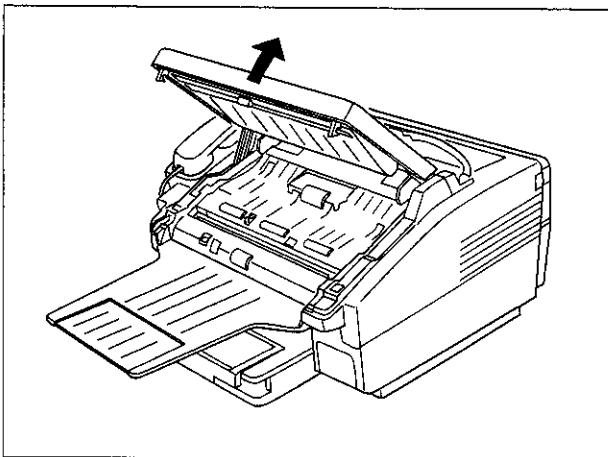
2. The service life of the battery is approximately 1 year when the machine is turned "Off".

# Troubleshooting

## Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced or refilled with ink.

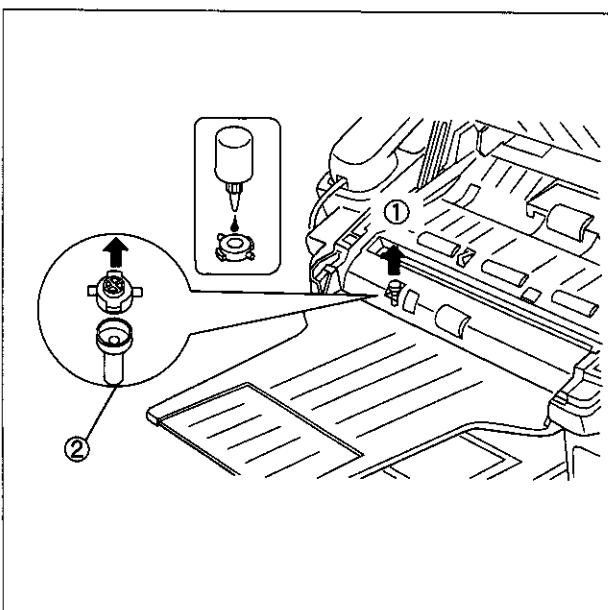
1



Open the ADF door.

8

2



① Push up on the Stamp Shaft from under the machine. Then, remove it.

② Remove the Verification Stamp. Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp.



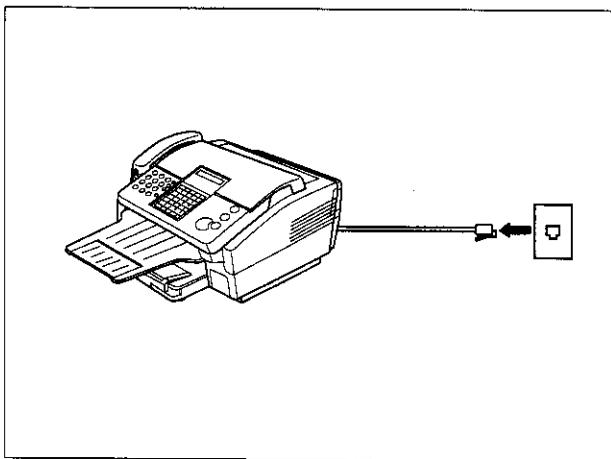
**Note:** Please contact your local Panasonic dealer to purchase a new stamp. See page 151 for order number.

# ► Troubleshooting

## Checking the Telephone Line

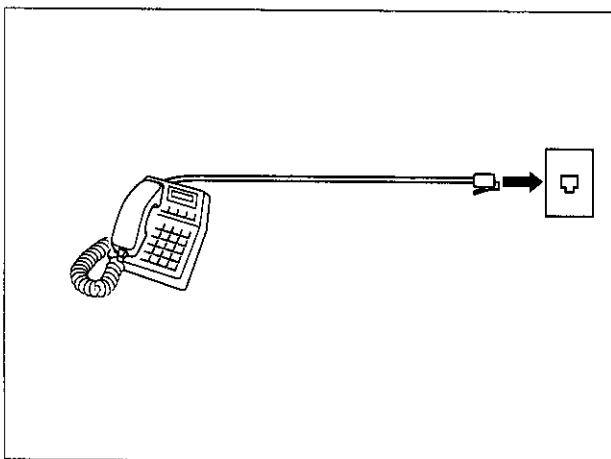
When you do not hear a dial tone through the telephone connected to the machine or when the telephone does not ring (No automatic receive).

**1**



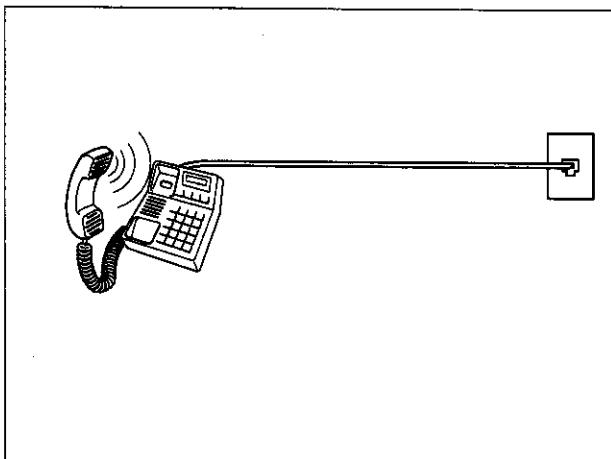
Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

**2**



Plug a different regular telephone into the same telephone jack.

**3**



Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

or

Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

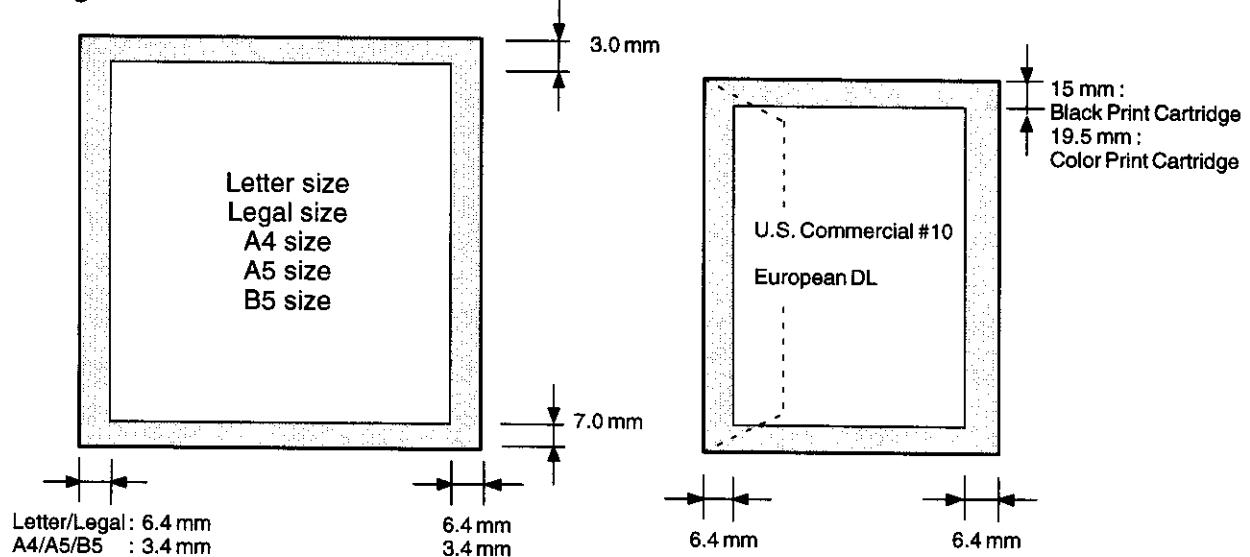
# Specifications

9

<b>Compatibility</b>	CCITT Group 3									
<b>Scanning Method</b>	Sheet Feeding with CCD type image sensor									
<b>Document Size</b>	Max. : 257 mm x 2000 mm (with operator's assistance) Min. : 148 mm x 128 mm									
<b>Document Thickness</b>	Single sheet : 0.06 mm (45 g/m <sup>2</sup> ) to 0.15 mm (112 g/m <sup>2</sup> ) Multiple sheets : 0.06 mm (45 g/m <sup>2</sup> ) to 0.12 mm (75 g/m <sup>2</sup> )									
<b>ADF Capacity (Automatic Document Feeder)</b>	Built-in, up to 30 sheets Note : The document limitation to send multiple pages is as follows.									
	<table border="1"><thead><tr><th></th><th>Document Size</th><th>Document Thickness</th></tr></thead><tbody><tr><td>Up to 20 pages</td><td>Up to 257 mm x 364 mm</td><td>0.06 mm to 0.12 mm</td></tr><tr><td>Up to 30 pages*</td><td>A4 size or Letter size</td><td>0.06 mm to 0.10 mm</td></tr></tbody></table>		Document Size	Document Thickness	Up to 20 pages	Up to 257 mm x 364 mm	0.06 mm to 0.12 mm	Up to 30 pages*	A4 size or Letter size	0.06 mm to 0.10 mm
	Document Size	Document Thickness								
Up to 20 pages	Up to 257 mm x 364 mm	0.06 mm to 0.12 mm								
Up to 30 pages*	A4 size or Letter size	0.06 mm to 0.10 mm								
	<i>* Please note that although the size and thickness meets the specifications, you might not be able to set 30 pages with some types of papers.</i>									
<b>Effective Scanning Width</b>	208 mm									
<b>Recording Method</b>	Thermal Inkjet Recording Head									
<b>Recording Paper</b>	Plain Paper									
<b>Recording Paper Size</b>	Letter / Legal / A4									
<b>Effective Recording Size</b>	Letter : 203 mm x 269mm A4 : 203 mm x 287 mm Legal : 203 mm x 345 mm A5 : 200 mm x 141 mm B5 : 247 mm x 175 mm U.S. Commercial number 10: 91 mm x 219 mm: Black Print Cartridge 91 mm x 215.5 mm: Color Print Cartridge European DL: 97 mm x 198 mm: Black Print Cartridge 97 mm x 193.5 mm: Color Print Cartridge									

# ► Specifications

## Print Margin



**Recording Paper Capacity** Approx. 150 sheets (using 75 g/m<sup>2</sup> paper)

### Resolution

	Horizontal	Vertical
Standard mode	203 pels/inch (8 pels/mm) x	98 lines/inch 3.85 lines/mm) x
Fine mode	203 pels/inch (8 pels/mm) x	196 lines/inch 7.7 lines/mm)
Super Fine mode (Transmission only)	203 pels/inch (8 pels/mm) x	391 lines/inch 15.4 lines/mm)
300 dpi mode (Reception only)	300 pels/inch (11.8 pels/mm) x	300 lines/inch 11.8 lines/mm)
(All resolution modes conforms to ITU-T/CCITT Recommendations)		

**Coding Scheme** MH, MR, MMR (Conforms to ITU-T/CCITT Recommendations)

**Modem Type** ITU-T/CCITT V.17, V.33, V.29, V.27 ter and V.21

**Modem Speed** 14400, 12000, 9600, 7200, 4800, 2400, and 300 bps

**One-Touch/Abbreviated  
Dialling Memory Capacity** 100 stations (including 24 One-Touch keys and 4 Program keys)  
Each station can register up to 36 digits for each telephone number  
(including pauses and spaces) and up to 15 characters for each station name

# Specifications

<b>Image Memory Capacity</b>	Approx. 30 pages (Standard base memory) Approx. 110 pages (with optional 1 MB Flash Memory Card) Approx. 190 pages (with optional 2 MB Flash Memory Card) (Based on ITU-T Image No.1 using Standard Resolution)
<b>Power Supply</b>	180–264 VAC, 47–63 Hz, Single Phase : 200 V version (108–132 VAC, 47–63 Hz, Single Phase : 100 V version)
<b>Power Consumption</b>	Standby : Approx. 12W [Approx. 10 W (100V version)] Transmission : Approx. 19W [Approx. 18 W (100V version)] Reception : Approx. 19W [Approx. 17 W (100V version)] Copy : Approx. 26W [Approx. 26 W (100V version)] Max : Approx. 46W [Approx. 46 W (100V version)]
<b>Dimensions</b>	390 mm (W) x 450 mm (D) x 247 mm (H) (excluding Projections)
<b>Weight</b>	Approx. 9.5 kg (excluding consumable supplies and options)
<b>Operating Environment</b>	Temperature : 5 to 35°C Relative Humidity : 15 to 85%
<b>Optimum Printing Environment</b>	Temperature : 15 to 35°C Relative Humidity : 15 to 80%

# ► Paper Specifications

The type of paper you use is very important. Although you get good results with most plain bond papers, you will get better results by using coated papers formulated specifically for ink jet printing because they do not absorb as much ink. There are many "name" and "generic" brands of print media available. Before purchasing large quantities or printing large jobs, we recommend that you test various media samples until you obtain the results you are looking for.

Paper Specifications to be used in your machine for **FAX/COPIER**.

Paper Type	Size	Weight	Paper Tray Capacity	Note
Plain Bond Paper	Letter, Legal or A4	64 to 90 g/m <sup>2</sup>	150 sheets	
Coated Paper	Letter, Legal or A4	64 to 90 g/m <sup>2</sup>	150 sheets	Formulated for ink jet printing only.

Paper Specifications to be used in your machine for **Printer with Panafax Color Printing System**.

Paper Type	Size	Weight	Paper Tray Capacity	Note
Plain Bond Paper	Letter, Legal, A4, A5 or B5	64 to 90 g/m <sup>2</sup>	150 sheets	
Coated Paper	Letter, Legal, A4, A5 or B5	64 to 90 g/m <sup>2</sup>	150 sheets	Formulated for ink jet printing.
Transparency	Letter, Legal, A4, A5 or B5	—	50 sheets	Thickness : 0.10 to 0.13 mm Formulated for ink jet printing.
Recycled Paper	Letter, Legal, A4, A5 or B5	64 to 90 g/m <sup>2</sup>	150 sheets	
Glossy Paper	Letter, Legal, A4, A5 or B5	64 to 90 g/m <sup>2</sup>	50 sheets	Formulated for ink jet printing only.
Back Print Film	Letter, Legal, A4, A5 or B5	—	50 sheets	Thickness : 0.10 to 0.13 mm Formulated for ink jet printing.
Envelope	Commercial-10 Envelope DL	—	20 sheets	Commercial-10 : 104 × 241 mm Envelope DL : 110 × 220 mm



**Note:**

1. It is possible that the print media meets the specifications listed above and still not print well because of the variations in the manufacturing. Therefore, we recommend that you test thoroughly before purchasing in large quantity.
2. Poor quality paper may reduce print quality and cause paper jams and other problems. If you encounter problems, switch to a higher grade of paper.
3. When using special coated paper, glossy paper, envelopes, and transparencies, do not touch the printable surface of the paper, hold the sheets by their edges. The moisture and oils on your hands can reduce print quality.

# Options and Supplies

Please contact your local Panasonic dealer for availability.

## A. Options:

Order No.	Picture	Description
UE-410022		Expansion Flash Memory Card, 1MB
UE-410023		Expansion Flash Memory Card, 2MB

## B. Supplies:

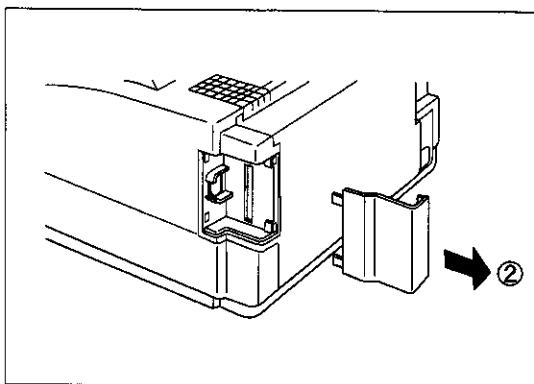
Order No.	Picture	Description
UG-3502B		Black Print Cartridge
UG-3503B		Color Print Cartridge
UG-3504B		Color Ink Cartridge Refill for UG-3503B
UG-3505B		Black Ink Cartridge Refill for UG-3503B
FX-13-2P		Verification Stamp

# ► Options and Supplies

## Installing Memory Card

Before installation begins, make sure that there is no document file stored in the memory. You may confirm by print out a File List (see page 80). When the memory card is installed, the machine will initialize the document memory, all contents stored in the document memory will be lost.

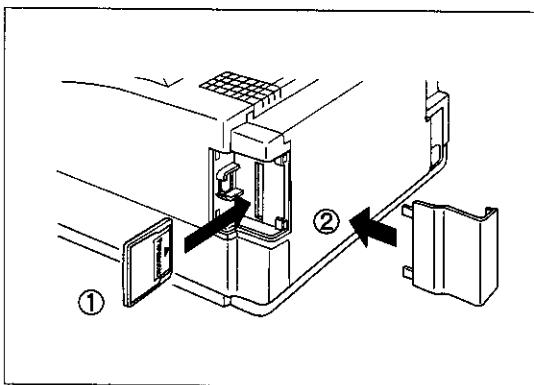
**1**



① Turn the Power Switch to the "O" (OFF) position.

② Remove the Memory Card Cover.

**2**



① Insert the Memory Card into the card slot with the Panasonic logo facing to the rear.

② Re-install the Memory Card Cover.

**3**

Turn the Power Switch to the "I" (ON) position. Print out the Fax Parameter List (see page 126) and confirm the memory size on Fax Parameter No. 99. (see page 38)



**Note:** The document(s) stored in memory will be lost if the memory card is removed in any cases.

# Glossary

9

<b>ABBR. No. (Abbreviated Number)</b>	The ability to store full phone numbers into the dialer and then utilizing a short series of keystrokes to speed dial that number in the future.
<b>ADF (Automatic Document Feeder)</b>	The mechanism that delivers a stack of document pages to the scanner one page at a time.
<b>Auto print reduction</b>	The method of automatically reducing a received document so that it can be printed onto a standard size piece of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
<b>BPS (Bits Per Second)</b>	The amount of data that is transmitted over the phone line. Your machine can start at 14400 BPS and automatically steps down to 12000, 9600, 7200, 4800, 2400 BPS depending on the phone line condition and the receiving machines capabilities.
<b>C.C.I.T.T.</b>	Consultative Committee on International Telegraph and Telephone. This organization has presently developed four groups of industry standards that insure facsimile compatibility.
<b>CCITT Image No.1 (ITU-T/CCITT)</b>	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
<b>Character ID</b>	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your facsimile machine.
<b>Character keys</b>	The keys that are used to enter letters and symbols for various programming functions.
<b>CMYK</b>	An acronym for Cyan, Magenta, Yellow, and Black, the four colors used in the standard color model of the printing industry.
<b>Coding scheme</b>	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), and Modified Modified Read (MMR) coding schemes.
<b>COMM. JOURNAL</b>	Refers to either the Communication Journal, Relay Transmission Report, or the Confidential XMT Report.
<b>Confidential communication</b>	In a network of facsimile machines, a code can be entered to retrieve a document that is stored in memory of a designated relay station.
<b>Confidential XMT Report</b>	The report that gives you information about the transmission of a confidential document(s) to a relay station.
<b>CONTRAST</b>	Signifies the scanning sensitivity in terms of lightness and darkness of your original transmitting pages.
<b>DDD (Direct Distance Dialling)</b>	A telephone service that allows unassisted dialling, no operator assistance is required.
<b>Deferred polling</b>	The ability to retrieve documents from other stations at a later time.
<b>Deferred transmission</b>	The ability to send documents to other stations at a later time.

# Glossary

<b>Direct Dialling</b>	The method of dialling where you enter the entire telephone number through the keypad.
<b>Directory Search Dialling</b>	Allows you to dial a full telephone number by searching the station's name entered in the One-Touch keys or Abbreviated dialling numbers.
<b>Directory Sheet</b>	The list that contains the station names that are programmed into your unit.
<b>DTMF (Dual Tone Multi-Frequency)</b>	Dialling method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone Dialling.
<b>ECM (Error Correction Mode)</b>	The ability to correct transmission errors as detected during the transmitting phone call.
<b>End receiving station</b>	In a relay network, the final station designated to receive the document.
<b>FAX Access code</b>	A 4-digit programmable code that prevents unauthorized operation of your Fax.
<b>FAX Parameter List</b>	The list that contains the home FAX parameters settings that you have programmed into your machine.
<b>FAX/TEL Auto Switching</b>	The ability to share a single telephone line for both fax and voice usage.
<b>File</b>	A task that has been stored into the memory of your unit. Examples are deferred transactions.
<b>Fixed print reduction</b>	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
<b>FUNCTION</b>	The control panel key that will be utilized to begin an operation or configuration of a feature.
<b>G3 mode (Group 3)</b>	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
<b>Group dialling</b>	The ability to program many telephone numbers into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
<b>HALFTONE</b>	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 64 levels of gray in halftone mode.
<b>Handshaking</b>	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
<b>Header</b>	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving unit. This identifies the transmitting unit and information about the transmission, such as time and date.

## Glossary

9

<b>ID</b>	A programmable address of up to 20 digits identifying your machine.
<b>Image memory capacity</b>	This signifies the amount of memory available in your unit capable of storing pages of documents. All page units of measure are based on the ITU-T Image No.1.
<b>Individual Transmission Journal</b>	A report that is printed by the transmitting unit stating information regarding the last document transaction.
<b>Information code</b>	A code that is internally generated by your Fax stating a specific operational error or machine failure.
<b>IN/OUT Mode</b>	IN(Attended reception) and OUT(Unattended reception) mode can be easily changed by just pressing OUT button. When IN or OUT mode is selected, the reception mode will be set according to the setting in the Fax Parameter 15 and 16. IN Mode : TEL (Fax manual reception) : FAX/TEL Auto Switch OUT Mode : FAX (Fax automatic reception) : TAM I/F
<b>Initial sending station</b>	In a relay network, the station that is originating the document transmission.
<b>ITU-T</b>	International Telecommunication Union - Telecommunication, formerly known as C.C.I.T.T.
<b>Journal</b>	A report that is printed by your unit listing the last 32 transmitting and receiving transactions.
<b>Keypad</b>	A group of numeric keys located on your control panel.
<b>LCD</b>	Liquid Crystal Display. The display area of your machine.
<b>LOGO</b>	Your programmed company name or identification up to 25 alphanumeric characters.
<b>Memory transmission</b>	The documents are scanned into memory before actual connection to the phone line for transmission.
<b>Modem</b>	A device that converts signals from your fax machine into signals that can be transmitted over telephone lines.
<b>Multi-file transmission</b>	The ability to store many files into your machine's memory before actual telephone connection occurs.
<b>Multi-station transmission</b>	The ability to broadcast the same set of documents to a programmed number of locations.
<b>Network address</b>	An individual 4-digit addressing number assigned to a One-Touch/ Abbreviated number that identifies a particular station in a relay network.

# ► Glossary

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<b>Network password</b>	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
<b>Off-hook dialling</b>	The direct dialling of a telephone number with the handset out of the cradle or "off the hook."
<b>On-hook dialling</b>	The direct dialling of a telephone number with the handset in the cradle or "on the hook."
<b>One-Touch dialling</b>	The ability to dial an entire telephone number by pressing one key.
<b>Panasonic Super Smoothing</b>	An electronic image enhancement (Panasonic Super Smoothing) that will create a particular pattern for the improvement of copy quality.
<b>Polling</b>	The ability to retrieve a document from another facsimile machine.
<b>Polling password</b>	A 4-digit programmed code that enables the security of a document being polled.
<b>Power Failure Report</b>	A report that contains information on the last transaction that took place during a power outage.
<b>Print reduction modes</b>	The methods used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
<b>Program keys</b>	Keys that are defined for storing a sequence of stations to be dialed or polled.
<b>PSTN</b>	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
<b>Relay address</b>	A 2-digit code that identifies the relay station your machine will use in a network.
<b>Relay network</b>	A group of facsimile machines that communicate via a relay station.
<b>Relay station</b>	A certain type of facsimile machine that can store and forward documents to an end receiving station and/or a relay station in another relay network. Your machine can not be used as a relay station.
<b>Relay Transmission</b>	Sending a document to a relay station, which in turn, sends the document to the end receiving station.
<b>Relay Transmission Report</b>	A report that contains information regarding the last document transmission to a relay station.
<b>Remote Reception</b>	A function that allows you to activate your fax machine to receive from an extension phone. You may transfer an incoming call to your fax machine from an extension phone by pressing the "*" key twice on a touch tone phone.
<b>RESOLUTION</b>	Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases.

## Glossary

9

<b>RGB</b>	An acronym for Red, Green, and Blue, the three primary colors used in the additive process to form a wide spectrum of colors.
<b>Selective reception</b>	A function that can be set so that your unit will receive from only those machines programmed into your dialer.
<b>Station name</b>	Alphanumeric ID which can be programmed for each One-Touch dialling and Abbreviated dialling number.
<b>Stored documents</b>	Documents that have been scanned and now are stored in your machine's memory.
<b>Sub-address</b>	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
<b>Substitute memory reception</b>	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
<b>TAM Interface</b>	A capability of your unit to be connected and operate with a Telephone Answering Machine (TAM).
<b>Transmission reservation</b>	The ability to preset a telephone number so that you may reserve a transmission while your unit is performing another function.
<b>User parameter</b>	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
<b>Verification stamp</b>	A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
<b>View Mode - File List</b>	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
<b>View Mode - Journal</b>	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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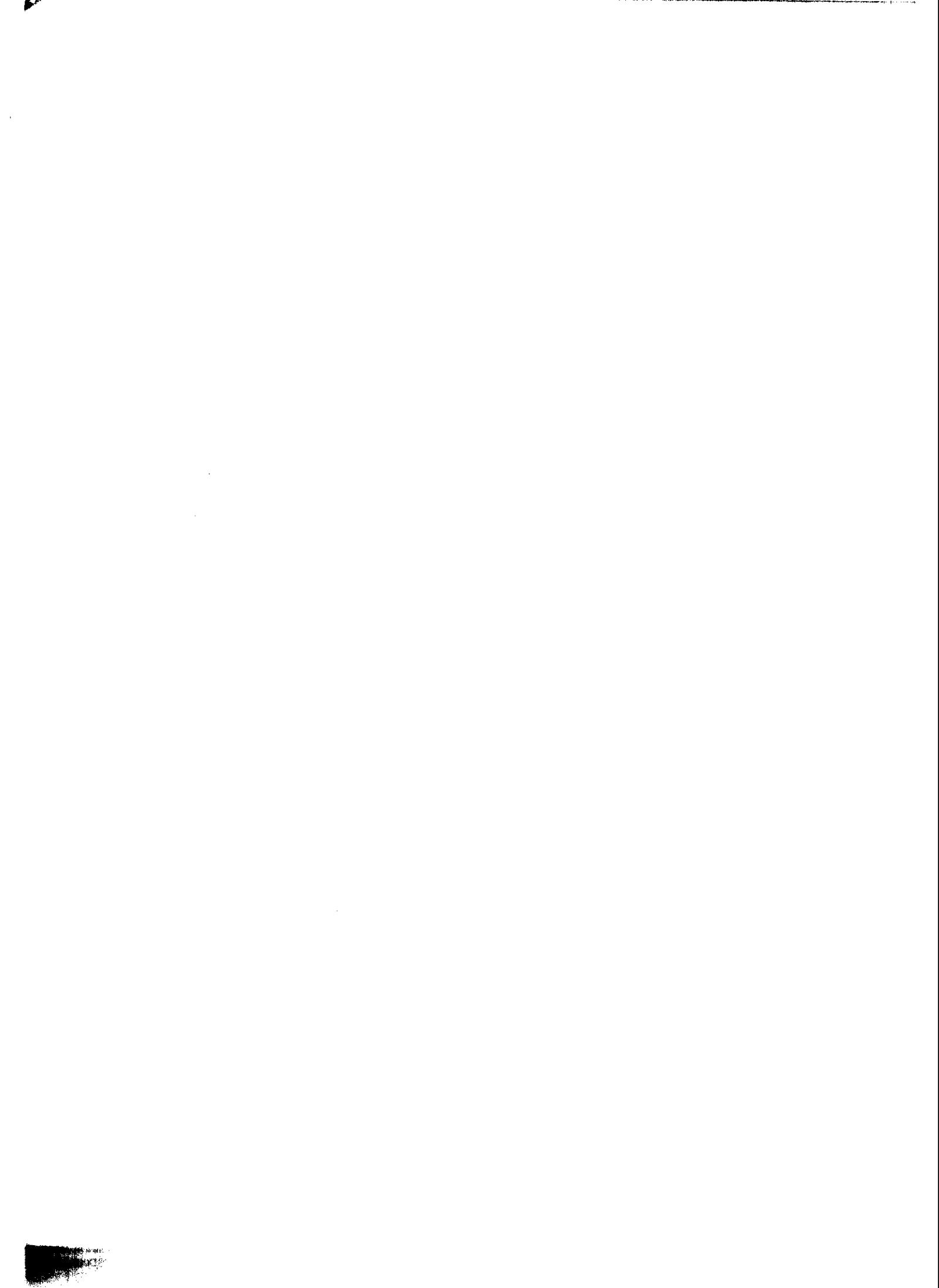
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**Matsushita Graphic Communication Systems, Inc.**

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**19-8 Shimomeguro, Meguro-ku, Tokyo, Japan 153**

Printed in Japan  
DZSD000222-0